

PANAGA CLUB
MCM MEETING MINUTES



Meeting Name: MCM02/22 Time: 1130hrs-1330hrs
Date of Meeting: Thursday, 24th February 2022 Location: Pelangi Room

Meeting Objective

Ensure the effective functioning of the committee and its ability to carry out its role. Raise issues to improve the Club operations.

Attendees

Present:

Andrey Shuvalov	CP, Club President
Sheldon Harrison	CT, Club Treasurer
Aran Testa	CDC, Culture Division Chair
Aanchal Bhushan	FBR, F&B Representative
Julia Wotton	HFDC, Health & Fitness Division Chair
Marten Adema	KBCC, KBBC Commodore
Michael Lapp	MR, Maintenance Representative
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Thomas Mark Lindsay	PGLR, Projects & Garrison Liaison Representative
Marco Bonato	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Wenny Chong	FM, Finance Manager
Nor Yap	MSM/ACM, Member Services Manager / Acting Club Manager
Fifie Abdullah	PEM, Projects & Event Manager

Apologies:

Roslie Bakar	GC, Golf Captain
Salami Hj Jakuran	GM, Head, Golf Services
David Hughes	HM, House Member
Meghna Nair Vinod	SocDC&MR, Social Division Chair & Marketing Representative

No	MCM / Topic	Discussion	Action by
1.	Welcoming Remarks	Meeting was chaired by Andrey, CP.	INFO
2.	Previous Minutes	Minutes in MCM01 was reviewed and adopted.	INFO
3.	2022 Budget & Section Fees Increase	<ol style="list-style-type: none"> 1) Panaga Club relationship with BSP – BSP is not abandoning Panaga Club but focuses on Oil & Gas; journey to be a little bit independent; to run ourselves with also support from BSP; BSP will provide annual subsidies for the next five years to cover deficit but the club should plan with expectation of 5% subsidy reducing each year; Club projects are good to go ahead; long sustainable and not to worry; just to focus on what club offers. 2) Section fees increase proposal– supported. <ol style="list-style-type: none"> a) Golf membership fees increased by \$20 effective 1/4/2022 for BSJV and non BSJV membership types; ensure improvements on golf course; crocodiles, golf safety netting repairs, etc. b) Dance lessons fees increased by \$5 effective 1/4/2022. 3) Proposal on the rest of Section fees increase, and 2022 budget proposal will be circulated via email to all MCM for approval. 	<p>INFO</p> <p>ACM FM</p>

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4.	Club President	<ol style="list-style-type: none"> 1) Club AGM on Thursday, 17/3/2022 at 7pm in Main Hall – MCM to submit short updates on their 2021 highlights/activities by 14/3/2022; announcement of 2022/2023 MCM. Not supported to do via zoom if members cannot attend. 2) Club Manager position – 5 shortlisted; questionnaires sent and waiting for response by 1/3/2022; then to schedule an interview. 3) Accommodation for Coaches – Club is providing fair housing allowance for the Coaches to get houses externally; no longer in BSP accommodation effective 1/7/2022. 4) Club Support Services – As proposed by CT, CP supported the Club to hire a person to interact and provide support to Sections & members regarding activity and lessons scheduling and billings; to utilize the coaches more. 5) Lunch – Club Restaurants are open to non-members during lunch hours on weekdays only Monday to Thursday. 	INFO
5.	Club Treasurer	CT announced that he will be stepping down after the Club AGM; found a replacement; to be announced soon.	Info
6.	Facilities & Projects updates	<ol style="list-style-type: none"> 1) The maintenance team has been given own tools to hands on works where possible otherwise by 3rd party contractor. 2) February Maintenance activity – wood treatment and repair; fallen branches and trees trimming; painting tennis benches; MPH aircon drain pipes cleaning and flushing. 3) Foyer toilets renovation – supposed to complete by 18/1/2022; project delayed due to procuring material outside Brunei; project delay penalty 1% per week; shipment expected to arrive on 28/2 and reopen by 2nd week of March 2022. The same contractor who did the gym renovation and also BSP IFM contractor, good deal and workmanship. Learning points for future projects; ensure evidence to start work and more forceful penalty on project delay. 4) Lawn Bowls grass cutting – No grass cutting done by BSP IFM contractor for few weeks therefore due to urgency got external contractor to do it as an once-off. As of 1/3/2022, all grass cutting will be done by own Club contractor. 5) Online/Electronic Work Requisition Form (eWRF) for maintenance works - previously on Club website header; now on footer in Contact Us. 6) MR has a walkover at Panaga Club with FM on 21/2/2022. On BSP IFM scope, FM & MR to go through the list with BSP IFM/31 to confirm scope and timing. 7) Beach Shelter – Potential contractor is busy with their newly open restaurant in Bandar; no work commencement date yet though supposed to start before Club AGM; Contract is yet to be signed; to follow up and schedule a signing ceremony. 8) Upcoming Projects: <ol style="list-style-type: none"> a) 1/3-14/3/2022 – Kids party hut near Poolside Cafeteria; ceiling renovation b) Ceiling renovation to toilets after completion of foyer toilet renovation c) 4/4-18/4/2022 – Poolside Cafeteria; ceiling renovation during fasting month due minimize interruption to diners. 	INFO

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7.	Events & Marketing	<ol style="list-style-type: none"> 1) Epic pool party – postponed to 12/3/2022 due to insufficient club staff in isolation; no fee as previously advertised to cover bouncer cost; suggested to purchase own bouncer like foam machine and to rent it out but can have many choices if rent bouncers (\$250-\$350); reminded to secure the bouncer safely and persons in pool watching over bouncers and pool users; club vendors are invited to join; 2) March upcoming events and activities : <ol style="list-style-type: none"> a) 4-20/3/2022 – Sale of Women’s Day T-shirt b) 8/3/2022 – Women’s Day Coffee Morning c) 12-13/3/2022 – Epic Pool Party d) 25/3/2022 – Family Fun Day e) 28/3/2022 – Beach Cleaning; there is one organized by Brunei Garrison on 25/2/202 @ 6.30pm. 3) CP informed to hold non-profit events once a month; sports and others such as Cultural like exhibition (CDC), Social (SocDC), Anniversary, etc. No music during blackout dates. 4) Club website & social media – to be more careful and check correctness before advertise or publish; looks nice though. 	<p>INFO</p> <p>PEM / Division Chairs PEM</p>
8.	Club Membership updates	<ol style="list-style-type: none"> 1) January 2022 <ol style="list-style-type: none"> a) Total Club members – 912; Paying members – 848 b) 17 – Resigned c) 15 – New joiners. 2) Ongoing Club membership promotion February-March 2022; \$20 processing fee waived & \$100 joining fee discounted 50%. 3) CP supported Single membership promotion as proposed by CT – to attract new members; for students and young profession aged 18-32; valid for a month; Club subscription of \$50 per month only for 1st six months and thereafter normal rate either Standard \$110 or Reduced \$75 depends on membership type. 	<p>INFO</p> <p>MSM</p>
9.	Food & Beverages	Floradina – to have a meeting to address on service improvement; bad experience on long waiting for food to be served; even simple menu with no stock available; waiting for new chef for longer operation timing; share feedback and support the members.	PEM
10.	Culture	<ol style="list-style-type: none"> 1) Arts & Craft and Library – all good accept no activity from PPS. 2) Plans to hold an exhibition in May 2022. 	INFO
11.	Health & Fitness	<ol style="list-style-type: none"> 1) Gym – aircons issues resolved; new track spotlights installed. 2) AOL – unincorporated section with no fee and used Pelangi room for their regular activities before 2nd wave; now seemed inactive; FBR informed that the section is conducting online classes and communication via group WhatsApp; commented Section to advertise their activities to club community members. 	INFO
12.	KBBC	<ol style="list-style-type: none"> 1) KBBC – decision taken to rationalize KBBC river side asset; negotiated a 3rd party lease deal for the Yacht Club, currently close to signature. 2) KBBC water sport activities – planned to start in March 2022. 	INFO

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13.	DAM & Committee Composition	Division Chairs are reminded on Club Constitution Requirements: 1) To hold DAM; at least one month in advance of Club AGM 2) Committee Composition - all Section Committees must be made up of at least three people otherwise may cause the Section to be disbanded; noted that sections are struggling to get volunteers and many have also left.	Division Chairs
14.	Covid-19 cases in Club Team	Information has been published in the club website.	INFO

Next Meeting

The meeting was closed at 13:30hrs.

The next Management Committee Meeting will be held on Thursday, 24th March 2022.