



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name:	MCM03/20	Time:	1030hrs – 1200hrs																																		
Date of Meeting:	Tuesday, 14 <sup>th</sup> July 2020	Location:	Pelangi Hall																																		
<b>Meeting Objective</b>																																					
Discussion and raise issues to improve efficiency of the Club.																																					
<b>Attendees</b>																																					
<p><b>Present:</b></p> <table> <tr> <td>David Hughes</td> <td>CP, Club President</td> </tr> <tr> <td>Emma Dato Hj Jemat</td> <td>CM, Club Manager</td> </tr> <tr> <td>Wenny Chong</td> <td>FM, Finance Manager</td> </tr> <tr> <td>Geoffrey Sim</td> <td>OM, Operations Manager</td> </tr> <tr> <td>Eva Van Der Poel</td> <td>FBR, F&amp;B Representative</td> </tr> <tr> <td>Julia Wotton</td> <td>HFDC, Health Fitness Division Chair</td> </tr> <tr> <td>Ramon Van Dijk</td> <td>HMR, House Member Representative</td> </tr> <tr> <td>Gijs Holstege</td> <td>KBCC, KBBC Commodore</td> </tr> <tr> <td>Wijnand Hoitinga</td> <td>SCDC, Social Division Chair</td> </tr> <tr> <td>Javaria Said Adeel</td> <td>CDC, Culture Division Chair</td> </tr> <tr> <td>Marco Bonato</td> <td>SDC, Sports Division Chair</td> </tr> </table> <table> <tr> <td><b>Apologies:</b></td> <td><b>Representative:</b></td> </tr> <tr> <td>Hj Roslie bin Hj Bakar</td> <td>GC Nil</td> </tr> <tr> <td>Kipshogie Green</td> <td>PADC Nil</td> </tr> <tr> <td>Sheldon Harrison</td> <td>CT Nil</td> </tr> <tr> <td>Nor Yap</td> <td>MSM</td> </tr> <tr> <td>Safrin Kamis</td> <td>MM</td> </tr> </table>				David Hughes	CP, Club President	Emma Dato Hj Jemat	CM, Club Manager	Wenny Chong	FM, Finance Manager	Geoffrey Sim	OM, Operations Manager	Eva Van Der Poel	FBR, F&B Representative	Julia Wotton	HFDC, Health Fitness Division Chair	Ramon Van Dijk	HMR, House Member Representative	Gijs Holstege	KBCC, KBBC Commodore	Wijnand Hoitinga	SCDC, Social Division Chair	Javaria Said Adeel	CDC, Culture Division Chair	Marco Bonato	SDC, Sports Division Chair	<b>Apologies:</b>	<b>Representative:</b>	Hj Roslie bin Hj Bakar	GC Nil	Kipshogie Green	PADC Nil	Sheldon Harrison	CT Nil	Nor Yap	MSM	Safrin Kamis	MM
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<b>Agenda, Notes, Discussion and Issues</b>																																					
<b>Topic</b>		<b>Discussion</b>																																			
1.	Welcoming Remarks	Meeting was chaired by Club President																																			
2.	Previous Minutes	Minutes held on February, 2020 was reviewed and adopted.																																			
<b>Committee Updates</b>			<b>Action By</b>																																		
3.	<b>Club President Remarks</b>																																				
3.1.	Club Maintenance Contract	Plans to take on maintenance contract for the Club such as air-conditioner, drainage, etc. instead of IFM BPs – to be discussed with IFM.	INFO																																		
3.2.	Security Access	OM informed that card access has been installed at the back gates. The team will continue to monitor for any trespassers or security breach. Thus, installation of CCTV and card access to changing rooms will be put on hold.	INFO																																		



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3.3	Padang and Back gates	CP instructed for padang gate to be unlocked during activities and back gate behind 49 to provide access to pedestrians and cyclists.	OM																						
3.4	75 <sup>th</sup> AGM	<p>Issues highlighted and posted in Panaga Club VIP facebook on June 13<sup>th</sup> and only 95 members accepted.</p> <p>President's Foreward – 85 views            AGM blogpost – 78 views            Treasurer's report – 77 views            AGM Slides – 76 views            74<sup>th</sup> AGM minutes – 70 views</p> <p>No comments received for all the post.</p> <p>MC agreed to approve and commented that there was no clear communication that the AGM was posted in Facebook.</p>	INFO																						
3.5	Maintenance Contract	CP mentioned that there's an investment from BSP for Panaga Club. These finances will be used for Mini Hijau Project and many others. CP is currently proposing for the Club to take on maintenance contract for air-conditioner, drainage and others except for major maintenance should still be under IFM.	INFO																						
3.6.	Volunteers	CP informed that the Club was advised that Spouse volunteers (husbands) that are not on Dependent Pass (eg. Tourist pass, etc) are legally not permitted to volunteer for bigger positions that requires signatures for approvals such as Section Treasurers. BSP MD, Dr Ceri Powell, has approved for spouse volunteers to continue providing support to the Club and BSP HR, Hjh Zaiton, will write a letter to inform immigration.	INFO																						
4.	<b>Club Treasurer</b>																								
4.1	Impact of COVID-19 on Club	<p>Outcome of all budgets for 2020 will be shared to the departments and sections soon – minor impacts on sections expected.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Restaurant rental income</td> <td style="text-align: right;">(17,100)</td> </tr> <tr> <td>Restaurant commission</td> <td style="text-align: right;">(6,000)</td> </tr> <tr> <td>Room bookings</td> <td style="text-align: right;">(10,000)</td> </tr> <tr> <td>Membership cancellations</td> <td style="text-align: right;">(1,650)</td> </tr> <tr> <td>Summer activities</td> <td style="text-align: right;">(18,000)</td> </tr> <tr> <td>Section income</td> <td style="text-align: right;">(35,000)</td> </tr> <tr> <td>Loyalty credits</td> <td style="text-align: right;">(50,000)</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>(137,750)</b></td> </tr> </table> <p>Sections with large deficits:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Tennis</td> <td style="text-align: right;">(18,801)</td> </tr> <tr> <td>Dance</td> <td style="text-align: right;">(15,698)</td> </tr> <tr> <td>Yoga</td> <td style="text-align: right;">(20,361)</td> </tr> </table> <p>Current budget is \$20k for the summer programme - Sections may reach CT or CM if funding is required for summer activities.</p>	Restaurant rental income	(17,100)	Restaurant commission	(6,000)	Room bookings	(10,000)	Membership cancellations	(1,650)	Summer activities	(18,000)	Section income	(35,000)	Loyalty credits	(50,000)	<b>TOTAL</b>	<b>(137,750)</b>	Tennis	(18,801)	Dance	(15,698)	Yoga	(20,361)	INFO
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		<p>Liaising with BSP to ensure that the Club can undertake minor rejuvenation projects such as Teratai. These projects are intended to protect the long-term health of the Club and ensure that the Club continues to be a welcoming environment.</p> <p>MC agreed to take part on the 50% reduction fee waiver.</p>	
4.2.	New Standard Contracts for Coaches	<p>Coaches monthly salaries will be based on Remuneration bands which have been agreed by the Panaga Club Staffing Committee. This is done after reviewing remuneration levels in the region (Singapore, Brunei and Malaysia).</p> <p>Movement to standard contract and remuneration structure based the key reasons:</p> <ol style="list-style-type: none"> <li>1. Balance security of base remuneration coaches whilst incentivizing the provision of lessons</li> <li>2. Ensure remuneration is regionally competitive (Singapore, Malaysia &amp; Brunei)</li> <li>3. Ensure remuneration is affordable to Panaga Club</li> <li>4. Create a transparent and consistent remuneration structure based on role, experience and qualifications</li> <li>5. Reward active and sustained efforts toward development of local Brunei talent</li> <li>6. Reduce complexity and administration</li> <li>7. Ensure remuneration is commensurate with working hours</li> <li>8. Put in place circuit breakers to ensure Sections retain a modest amount of lesson charges thereby ensuring that the Club is compensated for taking the risk of the employment of the coaches and is compensated for maintaining the facilities</li> </ol> <p>Engagement sessions will be set up with the relevant sections to explain these changes and field any questions they may have.</p>	INFO
4.3.	AOB	<ol style="list-style-type: none"> <li>1. 2019 Financials formally approved as at 30<sup>th</sup> June 2020 (no comments received from the post in Facebook)</li> <li>2. Change of auditor for 2019 financials – Deloitte to BDO Chartered accountants (saving of \$4,100)</li> <li>3. Change in Membership Refundable Deposit from One (1) to Two (2) months.</li> </ol>	INFO
<b>5.</b>	<b>Members Services</b>		
5.1.	Summer Series	<p>To compensate members during the closing of activities due to COVID19. Additional activities that is permitted along the guidelines of Ministry of Youth Culture and Sports:</p> <ul style="list-style-type: none"> <li>- Dance Class with Susan</li> <li>- Dryland Training</li> <li>- Spinning Classes</li> <li>- Archery</li> <li>- Gym Challenge</li> </ul>	



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		<ul style="list-style-type: none"> <li>- Library Arts &amp; Craft</li> <li>- Bootcamp with Coach Aaron</li> <li>- Food and Beverage trailers</li> </ul> <p>Offer Dinghy Sailing during the Summer (paid by members).</p> <p>MC advised to get consent from Swimming section on Aaron's participation for Summer Series since his contract states that he is not permitted to provide other services that is not related to swimming. CP mentioned to include Aquafit during the summer and perhaps Scuba Diving Lessons.</p>	
5.2.	Holiday Hobbies	<p>In collaboration with Panaga School during the summer break:</p> <ul style="list-style-type: none"> <li>- First come, first serve basis</li> <li>- Online bookings available for registration</li> <li>- Confirm by sending consent form</li> <li>- Estimated about 180kids, 20pax per room</li> <li>- Child protection briefing with 3<sup>rd</sup> party contractor and instructors</li> <li>- Panaga School First Aider and Fire Warden provided as well as Panaga School LSA</li> <li>- Jungle Tots providing activities for pre-nursery and nursery</li> <li>- Rampayoh will be operated by 3<sup>rd</sup> party – Fastrackids paid by Panaga Club. Teraja activities will be instructed by Club instructors, Fastrackids and a 3<sup>rd</sup> party instructor for Zumba.</li> </ul>	
	Gift Vouchers	Printing is done by a company in Miri, Sarawak – pending due to COVID19.	<b>MSM</b>
<b>6.</b>	<b>Golf Section</b>		
6.1.	Golf Shop	CP informed to continue with the previous arrangement.	<b>GC</b>
6.2.	Bridge 17	Closed for handrail repairs.	INFO
6.3.	Maintenance Contract	<p>EOI to be advertised before the end of the month.</p> <p>All processes including tendering will be done by Club's Contract and Procurement Coordinator, Fifie as advised by SCM/7 team.</p>	<b>FM</b>
<b>7.</b>	<b>Social Division</b>		
7.1.	Summer Events	<p>Dutch section has organized a 4-day "Walking Through Panaga" for kids and parents at 4pm or 5pm.</p> <p>MC agreed and shared that the group can have different starting</p>	INFO



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		points if it is more than 50 participants.	
7.2.	Storage Facility	<p>Requests for a storage facility on camp to be shared between sections.</p> <p>CP will liaise with IFM to provide a storage facility at the empty houses that is not used. It should be maintained by IFM but managed by a representative at the Club.</p>	<b>CP</b>
7.3.	Focus Group	<p>Queried whether the room near the music and maintenance room is fixed for Focus group and requested if it's possible to have 3 tables inside.</p> <p>MC agreed that the room is fixed for Focus Group and to have 3 tables inside after restrictions on COVID19 is lifted. In addition, Teratai will also be available for the group once the room renovation is completed.</p>	INFO
7.4.	Action Point	Will address the community leads and Members Services to fill in the online agenda with their plans.	<b>SCDC</b>
<b>8.</b>	<b>Sports Division</b>		
8.1.	Padang activities	<p>No clarity on use of padang for non-members.</p> <p>Options:</p> <ol style="list-style-type: none"> <li>1. \$5.00 to the section per activity</li> <li>2. Monthly padang access fee</li> </ol> <p>CM mentioned that there was an issue regarding full membership fees during closing of activities due to COVID19. The Club would lose credibility if members knew that a section is permitted to invite non-members to use the padang for a small fee.</p> <p>CP will confirm regarding the charges for non-members to use the Padang by September 2020.</p>	INFO
<b>9.</b>	<b>Culture Division</b>		
9.1.	Panaga Club Logo	<p>To standardize Panaga Club logo for future printings, CDC shared the logo guidelines as below:</p> <ul style="list-style-type: none"> <li>- Green-Pantone 364C</li> <li>- Yellow-Pantone Pro. Yel. PC</li> <li>- Orange-Pantone 7409 PC</li> </ul> <p>*Pantone colors to be reconfirmed by printers</p> <p>The logo can be converted into once color for printing on a base color. Either white or black – no other.</p> <p>Text below logo by 1.5cm. If logo is smaller, no text. The word “Panaga Club” should always be in CAPSLOCK and never bold. Font: Georgia (tbc)</p>	



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		<p>Dates: Since 1929 / Est 1929 / Estd. 1939</p> <p>Non-compliant logos will be phased out. The guidelines need to be taken into account when working on any new merchandise or branding activity.</p> <p>MC agreed to use EST. 1929 in green color and to use SDC, Wijnand's design. CP mentioned to preserve the logo used on the glass wall of Members Services department.</p>	
<b>Next Meeting</b>			
<p>The meeting was closed at 1230hrs. The next Management Committee Meeting will be held on Wednesday, 12th August, 2020 at 1030hrs. Any changes will be notified in advance.</p>			