



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name: MCM03/21 Time: 1100hrs-1300hrs
 Date of Meeting: Tuesday, 16th Mar 2021 Location: Pelangi

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
Emma Dato Hj Jemat	CM, Club Manager
Wenny Chong	FM, Finance Manager
Nor Yap	MSM, Member Services Manager
Fifie Abdullah	PEM, Projects Event Manager
Aanchal Bhushan	FBR, F&B Representative
Marten Adema	KBBC, KBBC Commodore
Wijnand Hoitinga	SCDC, Social Division Chair
Adam Plank	KBBC-PFC, KBBC Power Boat & Fishing Chair
Juhi James	MR, Marketing Representative
Julia Wotton	HFDC, Health Fitness Division Chair
Marco Bonato	SDC, Sports Division Chair
Wendy Thompson	PADC, Performing Arts Division Chair
Javaria Said Adeel	CDC, Culture Division Chair

Apologies:

Roslie Bakar	GC, Golf Captain
David Hughes	HM, House Member
Geoffrey Sim	FAM, Facilities Manager

Topic	Discussion
1. Welcoming Remarks	Meeting was chaired by Andrey.
2. Previous Minutes	Minutes held in March, 2021 was reviewed and adopted.

Committee Updates		Action By
3. CLUB PRESIDENT		
3.1.	Scorecard 2021 A reflection of the Club governance and aligned with Club priorities. Measurable progress towards Club priorities: <ul style="list-style-type: none"> - Safety and wellbeing. MC walkabouts with the staff to keep track of the safety and cleanliness of the facility. - Maintenance. Monitor maintenance strategies of the Club. - Financials. Record revenues of the Club. - Development. Projects monitored for long term development of the Club and attract revenue. - Golf players will be penalized when caught with a cigarette. Membership cards will be taken away. 	ALL



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		<ul style="list-style-type: none"> - Facility bookings – matrix changes depending on priorities. Aimed at 13 but behind since January 2021. - Surplus for training for Golf and future expenditures. - Not convinced in KBBC’s way forward on the location. - Mobilize gym, revenue for the restaurants, monthly walkabouts to the kitchen. - Proactive approach to internet outage. 	
4. CLUB TREASURER			
4.1.	Club Finance	<ul style="list-style-type: none"> - Introduce new methods of reporting sections/divisions to ensure robust financial system and aligned with the Club direction to be more self-sustaining. 	INFO
5. CLUB MANAGER			
5.1	Role Refinement	<p>Club organization chart role refinement with the steer to be self-sustainable. Staffing Sub Committee has introduced the following:</p> <ul style="list-style-type: none"> - Segregation of Golf Section from Members Services team with the main focus aimed at Customer Experience. - Finance team to continue to drive budget excellence for the Club. - Merge Maintenance and Operations team. A bigger team is required to ensure the facilities are cleaned, maintained and safe to be used emphasizing on routine maintenance for long term development of the Club. - Introducing Projects and Events to execute projects and planning events to attract more members to join the Club. 	INFO
5.2.	Maintenance Operations	<p>IFM Maintenance</p> <ul style="list-style-type: none"> - 6% pending work such as ditch cleaning, preventive maintenance for grinder pump in the basement, sand bags for gabion wall, unblocking of manholes/ sewage, basement walkway glass door and driving range floodlight. - 28% waiting for the works to be approved such as air-conditioner. <p>Incident Summary</p> <ul style="list-style-type: none"> - False alarm was triggered by a kid due to curiosity. - Fire alarm triggered by Serikandi kitchen. High risk in being closed down. - Vandalism occurred twice in the MPH. Once with the dented basketball ring and tables and chairs were turned around on the 1st floor. - Internet outage in the Club for a day. 	INFO



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6. MEMBERS SERVICES			
6.1	March/April Promo	<p>Aimed for golfers at Brunei Garrison event on 30th April 2021</p> <ul style="list-style-type: none"> a) Reduced refundable joining fee b) Reduced once-off Golf registration fee c) Free pool towel <p>Approved by MCM.</p>	INFO
6.2	May/June Promo	<p>Aimed for group membership</p> <ul style="list-style-type: none"> a) Reduced refundable joining fee b) Group of 3 – monthly club fee reduced by 20% for 3 months c) Group of 5 – monthly club fee reduced by 50% for 3 months d) Minimum of 6 months active member <p>Approved by MCM.</p>	INFO
6.3	July Promo	<ul style="list-style-type: none"> a) No refundable joining fee and processing fee b) Free fridge magnets <p>Approved by MCM.</p>	INFO
6.4.	Jungle House	<p>Package includes clean up.</p> <p>MC commented the following:</p> <ul style="list-style-type: none"> - Competitive package. Compare with LLRC. - The space to be commercially viable. - Divide the two spaces: Jungle House playground and Field - Kids menu to be reviewed by SCDC 	SCDC
6.5.	Gym Feedback	MC replied to include names and member ID in the feedback.	PEM
6.6.	July/August Events	<p>MC response:</p> <ul style="list-style-type: none"> - Cluster the events. 2 weeks off since families may have other plans. - Include adult activities, older kids - Sports and social events 	PEM
7. PERFORMANCE ARTS DIVISION			
7.1	PMS	Gym and Music Room redevelopment ongoing. Waiting further revised quotation and timeframe. Plan for works to begin July 3 rd and completed by August 23 rd .	INFO
7.2	TADS	MC agreed to offer the items to other sections. List to be shared with Members Services but it can be sold if there is less interest from the sections.	PADC MSM
8. SPORTS DIVISION			
8.1	Issues	<ol style="list-style-type: none"> 1. No volunteers and no replacements for football section 2. Padang – grass cutting preferred on Sunday morning 3. Single section not affective for Sports Division <p>MCM mentioned the following:</p> <ul style="list-style-type: none"> - single section success to be reviewed by 31st May 2021. - possibly to use “Pay As You Go” 	MSM INFO



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		<ul style="list-style-type: none"> - section to pay Club a yearly fee and include insurance fee. Current insurance for the Club is Public Liability Insurance for members including Day/Week Pass. 	
9. AOB			
9.1	Volunteers Appreciation Day	<p>To include Goodie Bags, certificates (to be finalized), all merchandise and catering.</p> <p>Sports Division will have theirs in Lotus Lounge separately before Ramadhan.</p>	INFO
9.2	Tree Cutting	<p>To decide location of new trees.</p> <p>MC suggested to plant East to West depending on the Club infrastructure to get more shade. SDC and CT to engage with Future Energy Lion (FEL).</p> <p>In addition, to design shade at the playground.</p>	SDC CT
9.3	Catering Contenders	Lotus Lounge and Beach Shelter	INFO
9.4	Booking System	<ul style="list-style-type: none"> - Visibility of booked/ booking rooms. - Club to introduce ease of booking 	PEM
9.5	MPH	<ul style="list-style-type: none"> - Control of the room - Security and staff to do rounds only during peak hours - Access to back storage - Cleaning issue at MPH <p>CP responded that a staff will no longer be allocated at MPH.</p> <p>CM said the following:</p> <ul style="list-style-type: none"> - Facilities team will provide a lock for sections to use for back storage. Passcode will only be shared with relevant section heads. - Will engage FAM to discuss on the cleaning issue. Possibly to increase the frequency of cleaning at MPH or after every Netball game - Bookings will be under Razali, Event Administrator to control the facility bookings. 	FAM
9.6	Netball	Single section to be discussed next MCM04	INFO

Next Meeting

The meeting was closed at 1300hrs. The next Management Committee Meeting will be held on 17th May 2021. Any changes will be notified in advance.