

PANAGA CLUB
MCM MEETING MINUTES



Meeting Name: MCM04/22 Time: 11.30am-1.30pm
Date of Meeting: Thursday, 26th May 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
Alper Zika Celik	CT, Club Treasurer
Nor Yap	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Thomas Mark Lindsay	GLR, Garrison Liaison Representative
Julia Wotton	HFDC, Health & Fitness Division Chair
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Meghna Nair Vinod	SocDC & MKR, Social Division Chair & Marketing Representative
Marc Ripoche	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Wenny Chong	FM, Finance Manager
Salami Hj Jakuran	GM, Golf Manager
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

Apologies:

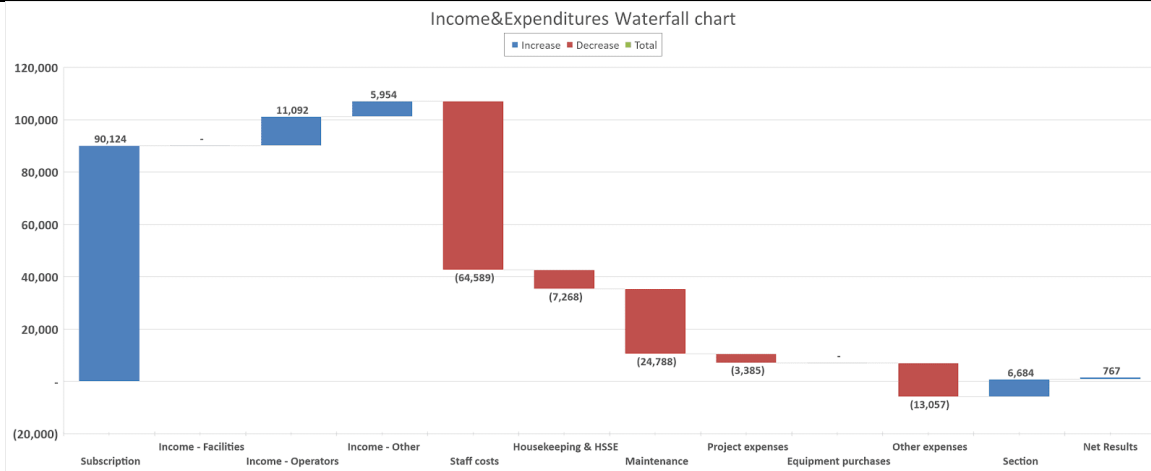
Aanchal Bhushan	FBR, F&B Representative
Roslie Bakar	GC, Golf Captain
Marten Adema	KBBC, KBBC Commodore
David Hughes	HM, House Member
Michael Lampp	MR, Maintenance Representative
Sheldon Harrison	PR, Project Representative

No	MCM / Topic	Discussion	Action by
1.	Club President	<ol style="list-style-type: none"> 1) Safety/Maintenance Walkabout on 29/4/2022 with CP, CT, MR, CM and FAM – Happy. 2) Floradina food – poor quality/service (very slow food/drinks served on table). 3) Smoking smell at golf balcony – CP has stopped a Floradina staff, who was caught smoking. 4) CP advised to do Safety Day (Time Out) within a week for Club employees and contractors including kitchen staff; don't single out individual; talk about risk, strictly no smoking near club surroundings, repeated offender, rules, safety and security. 	INFO FAM
2	Club Treasurer		
2.1	Finance Update	<p>In April, Club has reported;</p> <ul style="list-style-type: none"> - Total income of ~\$114,000 (12% increase compared to last month). - Subscription fee portion of this income is ~\$90,000 with a %8 “increase” compared to last month. - Total expense of ~\$113,000 (10% decrease from last month). - Resulting Total profit of ~BND 767. 	INFO

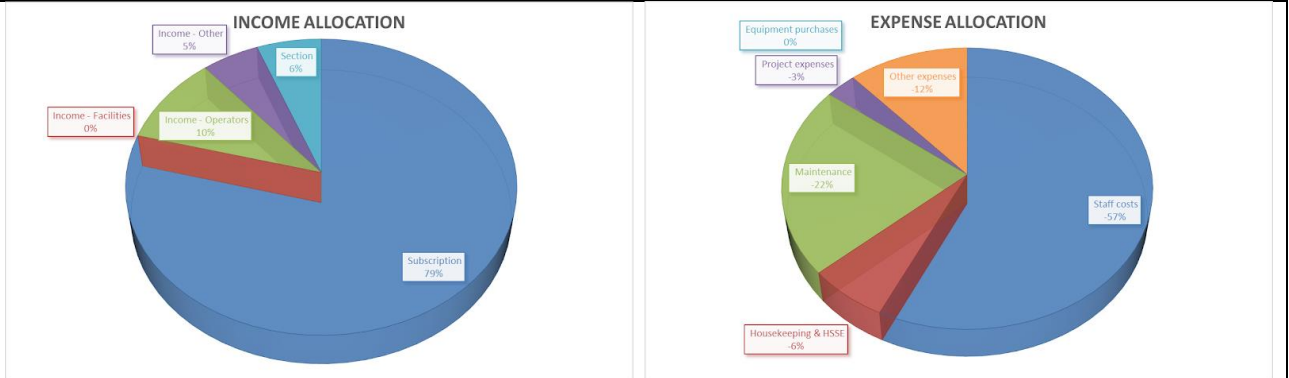
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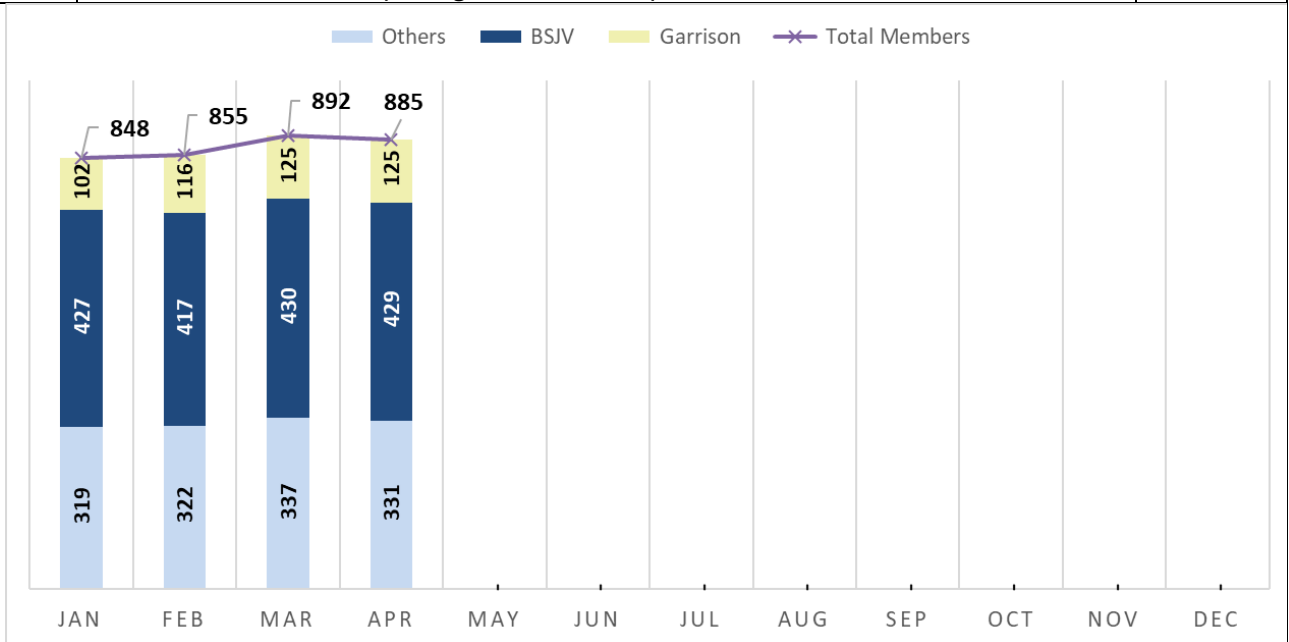
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2.2	Below is a detailed illustration of how each income and expense item is added up on overall reporting scheme until the net result is reached.		INFO



2.3	For the month of April financial performance, the overview of the income and expense allocations can be seen at the below charts.	INFO
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2.4	For the month of April financial performance, a brief overview of member count and distribution of membership categories have been provided below;	INFO
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3.	Membership Figure Update	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Month</th> <th>Non Paying Member</th> <th>Paying Members</th> <th>Total Member</th> </tr> </thead> <tbody> <tr> <td>May-22</td> <td>62</td> <td>880</td> <td>942</td> </tr> </tbody> </table> <p>1) Target monthly membership (~1,000 paying members) – Not reached. 2) Non paying members - 60 – MCM Waiver / 2 – BSJV Waiver (ex MCM). 3) New – 18 / Resign – 18 (Leaving Brunei) / 6 – Suspended or Terminated due to late or no bills payment.</p>	Month	Non Paying Member	Paying Members	Total Member	May-22	62	880	942	INFO
Month	Non Paying Member	Paying Members	Total Member								
May-22	62	880	942								
4.	Membership Promotion	<p>1) Brunei Garrison newcomers</p> <ul style="list-style-type: none"> ➤ GLR informed crew change with families arriving from 8/6/2022 onwards. ➤ CP emphasized to look into club membership promotion deal on how to attract more Garrison members to join; GM will also include golf section membership. ➤ The current Brunei Garrison club membership promotion since last December 2021; \$20 processing fee waived, 50% (\$50) joining fee, \$40 golf registration fee waived when joining same time with club membership. Applicable to newcomers as per list given by GLR. <p>2) Member Services Team does tour for new members; club membership brochures in place. 3) Club membership Raya promotion – 14 new joiners. 4) Club membership Single promotion for students and young professions ages 18-32 – 4 only (April/May 2022); due to high advance payment and after 1st month club fee of \$50 then Standard rate of \$110 or Reduced rate of \$75 depends on eligibility; club membership fee includes free access to pool, gym, tennis, badminton, tri-fit, yoga, etc; CP advised to discontinue due to poor response.</p>	INFO PEMM MKR								
5.	Club Membership Fees Increase	CP advised to make a proposal on club membership fees increase for June 2022 meeting; different fees for BSJV and non BSJV; if can get 100 new members then doesn't need to increase club membership fees.	INFO CT FM CM								
6.	Project Update	<p>1) CP announced that Sheldon Harrison has agreed to take on as new Project Representative looking after club projects. 2) Key Messages</p> <ul style="list-style-type: none"> • Most project costs base on estimates and not backed by quotes • Work to refine and agree scopes – then get quotes • May create some flux in project costs 	INFO								

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6.	Project Update (cont'd)	Budget	YTD Spend	Status		
		Poolside café	15,000			90% complete – still required: painting & lights behind bar
		LED tennis court lights	80,000			Quotes being compiled
		Kenyalang	20,000			Target begin date August – agreement with Serikandi, design & quotes required
		Playground	45,000			Design, flooring solution and quotes
		Gardens	10,000			
		Toilets	60,000			Lobby toilets & pool toilets completed – Golf/Serikandi toilets to start shortly. Quote still in review.
		Tennis court resurfacing	140,000			To invite 3 contractors for quote
		Club software	10,000			
		Main Hall floor and revamp	50,000			Options are being worked. Plan to start work on 20/06/2022
		Pool area	10,000			Still working on design & selection of furniture
Beach shelter	20,000		Santuari to start on 01/06/22			
<ol style="list-style-type: none"> 1) Poolside café refurbishment <ul style="list-style-type: none"> ➤ needs more attention to brighten it up (walls/lightings). ➤ not in favor of the new tablecloths design supplied by Serikandi. ➤ PEMM still in discussion with PR on new furniture. ➤ Refurbishment behind bar areas – not in 2022. 2) LED tennis court lights – Supplier from Singapore only. POST MEETING NOTE: Found local supplier with cheaper prices. 3) Kenyalang Kafe refurbishment – to start after August 2022. 4) Playground refurbishment – to discuss with PR including flooring. 5) Toilets – Planned to start work on golf toilets (near Poolside café) in June 2022; ~\$40k-\$45k. 6) Tennis court resurfacing – PEMM to obtain quotes with work scope from FAM; to involve SDC; previously done by Graphic Point, BSB; to do two courts every two years. 7) Club software – To prioritize for Facility Management (maintenance/projects) since none in place while already in place for club membership, finance, POS and bookings. 8) Main Hall floor and revamp – Plan to start work after 24/6/2022 (Volunteer Appreciation Night). Flooring works under IFM while the rest from Club. 9) Pool area – Walk around on 29/4/2022; requires a bit of plan and design for improvements: shade, lights, furniture, clock and cleaning; to do a shade design competition for kids. PEMM to discuss with Serikandi to operate the pool bar; suggest during peak hours 2pm-6pm. 				INFO PR PEMM FAM		

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7.	Beach Shelter Project	<p>Santuari plans to start construction work on 1/6/2022 for eight weeks; restaurant to start operation after project completion.</p>	INFO	
8.	Maintenance Activity April 2022	<ul style="list-style-type: none"> ➤ MPH wall painting ➤ Fan replacement ➤ Signage repair ➤ Boat cleaning ➤ Fencing replacement ➤ Broken floor repair ➤ Poolside café chair repair 	<ul style="list-style-type: none"> ➤ Rattan sofa spraying ➤ Planter box painting ➤ Welding works ➤ Buggy disposal ➤ Arts & Crafts wall painting ➤ Damage net pair 	INFO
9.	Completed Project	<ol style="list-style-type: none"> 1) Poolside café ceiling removal 2) Poolside toilets (male/female) ceiling removal 3) CT enquired if the toilet lockers have been pulled out to check on the condition behind them; FAM confirmed cleaning done; internal part with minor wood rots and to do repair them. 4) CP highlighted on the smell in the Member Services office from the male foyer toilet. <p>POST MEETING NOTE: FAM confirmed on the smell from the male foyer toilet. To remove and seal off the unused exhaust fan opening.</p>	INFO FAM	
10.	Football field	FAM to ensure grass cutting activity is carried out as scheduled.	INFO FAM	

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11.	Sand flies issue	<p>MCM again highlighted on the increase of sand flies especially when standing still on the field, playground and pool areas. The weekly sand raking on the beach is not working. To check with other clubs on how they deal with sand flies.</p> <p>POST MEETING NOTE: Facilities Team will try to do fogging once a week first to see the result; if doesn't work then to increase to twice a week.</p> <ol style="list-style-type: none"> 1) RBYC does daily fogging in the morning before opening. 2) Empire does twice a week fogging. 	INFO FAM
12.	Past Event	<ol style="list-style-type: none"> 1) Kingsday Children Party on 15/5/2022 at padang. 2) CP thanked the Dutch Community for a great event. 	INFO
13.	Event Calendar May-September 2022	<ul style="list-style-type: none"> • MAY <ul style="list-style-type: none"> ➢ Hari Raya Celebration – 28th ➢ Sports Diver – 22th & 27th • JUN <ul style="list-style-type: none"> ➢ Walkathon for children – 6th till 9th ➢ Fun Summertime with Egyptian Community – 11th ➢ Badminton Camp – 3rd, 4th, 10th & 11th ➢ TADS Show – 8th, 9th, 10th & 11th ➢ PDC Showcase – 18th ➢ Surprise your Dad (Father's Day DIY Cake) – 20th ➢ Nigerian Event – 21st ➢ Volunteer Appreciation Night – 24th • JUN <ul style="list-style-type: none"> • Swimming Gala – 25th • JULY <ul style="list-style-type: none"> ➢ Pool Party – 2nd & 3rd ➢ Summer break activities start - 25th • AUGUST <ul style="list-style-type: none"> ➢ Summer break activities: <ul style="list-style-type: none"> 🚩 Parkour – 5 days camp 🚩 Adventure Camp – 1 or 2 days camp 🚩 Fastrackkids Camp – 4 days camp 🚩 Family Fun Day – 26th • SEPTEMBER <ul style="list-style-type: none"> ➢ Summer Festival 10 – 11th 	INFO
14.	Social Events for 2022	<ol style="list-style-type: none"> 1) SDC will be meeting with MD on 27/5/2022 for the fund. 2) Budget allocations done. 3) Pre-planning calendar work in progress. 4) CP encouraged holding more events in the Club. <ul style="list-style-type: none"> • Eid Adha - 9th or 10th July • Egyptian Day - 10th Aug • 75 years of India's Independence - 10th Aug • Highland games • NIAC • Spelling BEE • Fun Boot Camp • Party at 49 • Santa's Grotto • A&C – 10th June • Cooking class • Beach Family day – Aug • Latin party • Mother day • Father's Day - 22nd Jun • Halloween • Christmas Celebration • Christmas Dinner 	INFO

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15.	Instagram	<ul style="list-style-type: none"> ➤ Subscribed for paid advertisement promotion of \$30 per month (\$1 per day; limited). ➤ To do more interesting contents. ➤ 2 Weeks Instagram Advertisement Report as below: 	INFO
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • 41 people have shared the promotion • Advert reached 13, 568 • Advert taps 268 </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • 19 people have shared the promotion. • Advert reached 10, 516 • Advert taps 378 </td> </tr> </table>	
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16.	Marketing Strategy	<p>New proposal to attract new members</p> <ul style="list-style-type: none"> • To encourage existing members to promote Panaga Club to family and friends to become a Club Member. • Incentive? \$30 worth of dining voucher. <p>CP agreed to proceed. The Marketing Team is still approaching BFBS to promote club.</p>	INFO
17.	Advertisement Ads	Companies that have approached:	INFO
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • NBT Toyota • Kia Motors Service Centre • Premier Automobile Sdn Bhd </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Maju Motors Sdn Bhd (Volkswagen) • BMW • Mazda </td> </tr> </table>	
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18.	Kids Party Hut	<p>Birthday Package – food not included. To hold on for now.</p>	INFO
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p>PACKAGE A - \$100</p> <ul style="list-style-type: none"> • Inclusive \$50 party hut. • Worth of \$50 decorations (to be arranged) <p>PACKAGE B - \$130</p> <ul style="list-style-type: none"> • Inclusive \$50 party hut. • Worth of \$80 decoration (to be arranged) <p>PACKAGE C - \$150</p> <ul style="list-style-type: none"> • Inclusive \$50 party hut. • Worth of \$100 decorations (to be arranged) </td> <td style="width: 50%; padding: 5px;"> <p>PACKAGE D - \$200</p> <ul style="list-style-type: none"> • Inclusive \$50 party hut. • Worth of \$150 decoration (to be arranged) <p>PACKAGE E - \$250</p> <ul style="list-style-type: none"> • Inclusive \$50 party hut. • Worth of \$200 decoration backdrop & table setting (to be arranged) </td> </tr> </table>	
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19.	Volunteer Appreciation Night	<ul style="list-style-type: none"> ➤ CP agreed an indoor event for volunteers and their spouses ➤ Friday, 24th June 2022 @ 6pm ➤ ~200-250; Main Hall ➤ Dinner; canapes & BBQ ➤ Live band – Jazz music ➤ Dress code: Smart casual white ➤ Certificates and gifts ➤ CP informed to invite MD. 	INFO MKR PEMM


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20.	KBBC Division Disposal of diving boats and purchase of new one	<p>➤ CP has no objection on the sale of the boat.</p> <p>➤ Purchase of new boat – to hold on; KBBC to talk directly with CP and CT.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">PROBLEM</th> <th style="width: 50%;">SOLUTION</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> The Naga Laut and Naga Longcat have been mothballed for years due to integrity issues and unsustainable maintenance cost The boats can also not be lifted out of the water easily These vessels are not safe to use for diving, so as an interim solution the Hammerhead is used for diving, however there is competition with other uses, such as river cruises or fishing trips There is still untapped value in the boats </td> <td> <ul style="list-style-type: none"> Divest Naga Laut and Naga Longat – currently in progress Purchase a new boat which will be trailer-able and easier to maintain. With the reliability provided from the new boat and Hammerhead as a backup PSAC should be able to offer diving every weekend during the season and as the boat comes with a trailer other options may be available to us. ETA of the new boat is June 2022. </td> </tr> </tbody> </table> <p>A boat is being procured from Ken and Tan boat builders in Muara, it is a 29'x9' monohull fitted with 2x150hp outboard motors.</p> <p>KBBC kindly ask the MCM for the ratification of the Naga Laut sale (Naga Longat sale was approved before) and to use all proceeds to purchase a boat from Ken and Tan boat builders in Muara, it is a 29'x9' monohull fitted with 2x150hp outboard motors.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th>Proceeds</th> <th>Original book value</th> <th>Purchase years</th> </tr> </thead> <tbody> <tr> <td>naga laut</td> <td>12,300</td> <td>37,047</td> <td>1999 / 2013</td> </tr> <tr> <td>naga longat</td> <td>45,000</td> <td>136,441</td> <td>2009 / 2014</td> </tr> <tr> <td>new boat</td> <td>53,800</td> <td></td> <td></td> </tr> <tr> <td>Remainder</td> <td>+3500</td> <td></td> <td></td> </tr> </tbody> </table>	PROBLEM	SOLUTION	<ul style="list-style-type: none"> The Naga Laut and Naga Longcat have been mothballed for years due to integrity issues and unsustainable maintenance cost The boats can also not be lifted out of the water easily These vessels are not safe to use for diving, so as an interim solution the Hammerhead is used for diving, however there is competition with other uses, such as river cruises or fishing trips There is still untapped value in the boats 	<ul style="list-style-type: none"> Divest Naga Laut and Naga Longat – currently in progress Purchase a new boat which will be trailer-able and easier to maintain. With the reliability provided from the new boat and Hammerhead as a backup PSAC should be able to offer diving every weekend during the season and as the boat comes with a trailer other options may be available to us. ETA of the new boat is June 2022. 		Proceeds	Original book value	Purchase years	naga laut	12,300	37,047	1999 / 2013	naga longat	45,000	136,441	2009 / 2014	new boat	53,800			Remainder	+3500			INFO KBBC CP CT
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21.	Performing Arts Division	Update																									
21.1	Panaga Music Society (PMS)	<ol style="list-style-type: none"> Tender has been put out for replacement guitar and singing teachers. Expressions has informally indicated their interest. Still looking for executive committee members Day of Student concerts on June 12, Main Hall 	INFO																								
21.2	Panaga Dance Centre (PDC)	<ol style="list-style-type: none"> PDC committee executive resigned at beginning of May. Replacements are being sort. MCM permission sort for PDC monthly subscription charges change: <i>Resignation from Group lessons</i> When a PDC member resigns from group lessons part way through a month for subscription to be rounded up to the month and not deducted on a pro-rata basis (unless the member is leaving the country). <p>Supported including for Swim and Tennis Group Lessons.</p>	INFO CM																								

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21.3	Theatre & Dramatic Society (TADS)	<p>➤ See how they run Performances on June 8, 9, 10 & 11</p> <p>➤ Permission sort for a group of non-member (senior local school students) to attend closed dress rehearsal.</p> 	INFO
22.	Health & Fitness Division	Update	
22.1	Yoga	<ol style="list-style-type: none"> 1) Yoga Teacher Training for Teacher Susan – On going; in progress. 2) Temporary Yoga Teacher (Wei Wei) – To offer three options to Wei Wei to provide classes for club members and non members. 	INFO PEMM HFDC PADC PR
22.2	Tri-Fit and Gym	Current no Tri Fit Section Committee members in place. To discuss with Gym Section on proposal to merge.	INFO
22.3	Basketball	<ol style="list-style-type: none"> 1) The Section decided to stay unincorporated section; doesn't want to lose the fund. 2) Many kids taking up basketball kids training. 3) MPH big hall – Interested non member players want to hire the hall for basketball but the private hire fee is too high ie \$350 per use even for 2 hours, etc (previously \$150 per use); to look into a day rate. PEMM to share hire fee tariff with CT for review. 	INFO PEMM CT
23.	Jungle House Main Room	Following HFMD cases in two young members of Jungle Tots, the activities have been temporary stopped and closure of Jungle House main room for deep cleaning. Jungle Tots activities will resume after cleaning of the toys too.	INFO FAM
24.	Panaga Club Signboard	MCM enquired on a big Panaga Club signboard in front of road entrance. Confirmed that the club is already looking into one. Design to be shared with MKR.	INFO FAM PEMM MKR
25.	Division and Section Volunteers	Way forward on running of a Section with one or two or no Section Committee members at all due to lack of Volunteers. To either <ol style="list-style-type: none"> 1) merge of Section or 2) without Section Committee member or 3) Club Staff to help. 	INFO

Next Meeting

The meeting was closed at 11:30hrs.

The next Management Committee Meeting will be held on Thursday, 30th June 2022.