



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name:	MCM05/20	Time:	1030hrs – 1300hrs																																				
Date of Meeting:	Wed, 16 th September 2020	Location:	Pelangi Hall																																				
Meeting Objective																																							
Discussion and raise issues to improve efficiency of the Club.																																							
Attendees																																							
<p>Present:</p> <table> <tr> <td>David Hughes</td> <td>CP, Club President</td> </tr> <tr> <td>Sheldon Harrison</td> <td>CT, Club Treasurer</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, Operation Manager</td> </tr> <tr> <td>Safrin Kamis</td> <td>MM, Maintenance Manager</td> </tr> <tr> <td>Robert Warmerdam</td> <td>VGC, Vice Golf Captain</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>KBBC, KBBC Commodore</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> <tr> <td>Els Leegte</td> <td>MSC, Music Chairperson</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Wendy Thompson</td> <td>PADC, Performing Arts Division Chair</td> </tr> <tr> <td>Roslie Bakar</td> <td>GC, Golf Captain</td> </tr> <tr> <td>Eva Van Der Poel</td> <td>FBR, F&B Representative</td> </tr> <tr> <td>Wijnand Hoitinga</td> <td>SCDC, Social Division Chair</td> </tr> <tr> <td>Nor Yap</td> <td>MSM, Members Services Manager</td> </tr> </table>				David Hughes	CP, Club President	Sheldon Harrison	CT, Club Treasurer	Emma Dato Hj Jemat	CM, Club Manager	Wenny Chong	FM, Finance Manager	Geoffrey Sim	OM, Operation Manager	Safrin Kamis	MM, Maintenance Manager	Robert Warmerdam	VGC, Vice Golf Captain	Julia Wotton	HFDC, Health Fitness Division Chair	Ramon Van Dijk	HMR, House Member Representative	Gijs Holstege	KBBC, KBBC Commodore	Javaria Said Adeel	CDC, Culture Division Chair	Marco Bonato	SDC, Sports Division Chair	Els Leegte	MSC, Music Chairperson	Wendy Thompson	PADC, Performing Arts Division Chair	Roslie Bakar	GC, Golf Captain	Eva Van Der Poel	FBR, F&B Representative	Wijnand Hoitinga	SCDC, Social Division Chair	Nor Yap	MSM, Members Services Manager
David Hughes	CP, Club President																																						
Sheldon Harrison	CT, Club Treasurer																																						
Emma Dato Hj Jemat	CM, Club Manager																																						
Wenny Chong	FM, Finance Manager																																						
Geoffrey Sim	OM, Operation Manager																																						
Safrin Kamis	MM, Maintenance Manager																																						
Robert Warmerdam	VGC, Vice Golf Captain																																						
Julia Wotton	HFDC, Health Fitness Division Chair																																						
Ramon Van Dijk	HMR, House Member Representative																																						
Gijs Holstege	KBBC, KBBC Commodore																																						
Javaria Said Adeel	CDC, Culture Division Chair																																						
Marco Bonato	SDC, Sports Division Chair																																						
Els Leegte	MSC, Music Chairperson																																						
Wendy Thompson	PADC, Performing Arts Division Chair																																						
Roslie Bakar	GC, Golf Captain																																						
Eva Van Der Poel	FBR, F&B Representative																																						
Wijnand Hoitinga	SCDC, Social Division Chair																																						
Nor Yap	MSM, Members Services Manager																																						
Agenda, Notes, Discussion and Issues																																							
Topic		Discussion																																					
1.	Welcoming Remarks	Meeting was chaired by Club President.																																					
2.	Previous Minutes	Minutes held in August, 2020 was reviewed and adopted.																																					
Committee Updates			Action By																																				
3.	CLUB PRESIDENT																																						
3.1.	New Club President	Appointed new club president – Andre Official handover to take place in the next MCM.	INFO																																				
3.2.	Safety Day	Share with the team on safety, communication, and clarity.	INFO																																				



PANAGA CLUB

3.3.	Monthly single activity access	<p>To structure fees for monthly single activity access for specific activities only such as:</p> <ul style="list-style-type: none"> - Golf - Cricket - Choir - Netball - Basketball - Football <p>Single access card should be written in detail that they have no access to other areas.</p>	CT, CM, FM, MSM																								
4. CLUB TREASURER																											
4.1.	Business Model (*please refer to slides for graph)	<ul style="list-style-type: none"> • Members to remain our key source of income • Restaurants are the 2nd most important source of income • Reduced rates for activities should be used for limited periods as a way to attract permanent members • Day passes can boost income but should be used as a tool to attract permanent members or attract room hire • Room hire is the easiest way to increase revenue and improve the value proposition for the restaurants • Budget to be allocated to improve Pelangi and Accounts office ready for hire <p>MC agreed for day passes to be limited to 30 a day.</p>	INFO																								
4.2.	Panaga Club Projects (*please refer to slides)	<table border="1" data-bbox="443 1144 1238 1431"> <thead> <tr> <th>Priority</th> <th>Project</th> <th>Target completion</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pelangi and Old accounts office</td> <td>End Sept and Oct</td> </tr> <tr> <td>2</td> <td>Lobby and Member services</td> <td>End Oct</td> </tr> <tr> <td>3</td> <td>Gym and Music rooms</td> <td>End Dec</td> </tr> <tr> <td>4</td> <td>Beach Hut</td> <td>Feb 2021</td> </tr> <tr> <td>5</td> <td>Jungle House</td> <td>Mar 2021</td> </tr> <tr> <td>6</td> <td>Staff canteen</td> <td>Mar 2021</td> </tr> <tr> <td>7</td> <td>Playground</td> <td>Mar 2021</td> </tr> </tbody> </table> <p>MC directed to create a Sub-steering Committee for each project:</p> <ol style="list-style-type: none"> 1. Gym and Music Rooms 2. Jungle House 	Priority	Project	Target completion	1	Pelangi and Old accounts office	End Sept and Oct	2	Lobby and Member services	End Oct	3	Gym and Music rooms	End Dec	4	Beach Hut	Feb 2021	5	Jungle House	Mar 2021	6	Staff canteen	Mar 2021	7	Playground	Mar 2021	OM
Priority	Project	Target completion																									
1	Pelangi and Old accounts office	End Sept and Oct																									
2	Lobby and Member services	End Oct																									
3	Gym and Music rooms	End Dec																									
4	Beach Hut	Feb 2021																									
5	Jungle House	Mar 2021																									
6	Staff canteen	Mar 2021																									
7	Playground	Mar 2021																									
4.3.	August Performance (*please refer to slides for graph)	<ul style="list-style-type: none"> • Revenue apart from room bookings is back to pre-COVID19 levels. • Hijau charges of \$304k will be reimbursed back to the Club from BSP. • June and July financial performance is impacted by spending on Summer Holiday events and refurbishing Teratai to Lotus Lounge. • MD agreed to fund secondee summer events in December holidays at \$6k (money comes from Shell and not BSP). • Standard contract engagement sessions have been completed. 	INFO																								



PANAGA CLUB

		<ul style="list-style-type: none"> 2021 Budget cycle will be kicked off in September. 	
4.	MAINTENANCE		
4.1.	KPI Dashboard	<p><u>IFM Work Orders</u> There are 42 echits that are high priority and 34 out of 42 chits are still open. YTD - 180 chits have been raised.</p> <p><u>eWRF</u> This is recorded from work requests that have been raised by staff, members and sections through Panaga Club website. Out of 36 requests, 4 of it are done by Maintenance team and the rest is raised in echits for IFM works.</p> <p><u>Scheduled vs Completed work (13th to 19th September)</u> 15 jobs in total and 12 works have been done by Maintenance team.</p> <p>MC directed to create short tactical plan, 5-year maintenance plan and/or maintenance planning cycle. This will be shared with IFM for visibility and future budgeting especially for big projects. There should be meetings with IFM and IFM BP to provide performance feedback and highlight works that are due past 30days.</p> <p>MC queried whether it is better to purchase a permanent scaffold for the Club for convenience and efficiency of BPs to continue work.</p>	MM
4.2.	Echits raised in the past 6 months	<p>Top 3 areas echits raised:</p> <ol style="list-style-type: none"> 1. Main Building 2. PGC 3. Beach Shelter <p>Top 3 echits raised per asset:</p> <ol style="list-style-type: none"> 1. Electrical 2. Building 3. Air-conditioner 	INFO
4.3	Project Work Status	<p><u>Corrective</u></p> <ol style="list-style-type: none"> 1. Soil erosion – advised for sheet pilings but expensive and requires for the Playground to close. 2. Leaking Ceiling – awaiting for IFM BP schedule 3. Damaged Roof – awaiting for IFM BP schedule <p><u>Preventive</u></p> <ol style="list-style-type: none"> 4. Pine trees and big tree branches – 28th Sept site visit by HSE and government Forestry department. <p>MC instructed to positively inform the members on the removal of trees around the Club ie. Tree-Planting Program (plant 3 indigenous trees and remove 1 pine tree) and include the reason for removal.</p>	INFO



PANAGA CLUB

4.4	New highlights	<p><u>MPH</u> Walls and wooden floorings in MPH are damaged.</p> <p>MC advised to remove one piece of wooden parquet floor from another area that isn't utilized and repatch at the area that is frequently used.</p> <p><u>Gym and Swimming Pool Area</u> Engage 3rd party, Power Washers to clean and wash the walls outside gym, and floors near the swimming pool where mold is stubborn and visible. Reason: Equipment that can reach the height of the wall above the ground floor roof and good chemicals to remove stubborn molds. Maintenance will compare the quality of the result with ISS and the duration for the mold to arise.</p> <p>MC took note.</p>	MM
5. HEALTH FITNESS DIVISION			
5.1	Basketball Section (*please refer to slides for graph)	<p>For StreetRoc to conduct coaching sessions for children on trial basis with the proposed schedule, payment and trial period payment until November 2020.</p> <p>MC approved.</p>	INFO
6. PERFORMING ARTS DIVISION			
6.1.	Music Section	<p>To hire new music teacher to replace teacher Annie that will be leaving in Q1 2021</p> <p>MC approved.</p>	INFO
6.2.	Panaga Dance Centre	<p>To increase lesson prices by \$5 per month by 7th September 2020 eg. Lessons at \$25 per month -> \$30 per month Lessons at \$30 per month -> \$35 per month</p> <p>MC disagreed and requested for further details.</p>	INFO
7. GOLF			
7.1.	Golf Balls	<p>Safety issue on golf balls coming off from 18th hole to Serikandi diners.</p> <p>One option is to install Golf netting but previous MCM disagreed since it will disrupt the view of diners at Serikandi. Therefore, HMR suggested to change the course layout.</p> <p>VGC will discuss with the section.</p>	VGC



PANAGA CLUB

8.	SPORTS DIVISION		
8.1.	Friends United Network	<p>Friends United Network or FUN section is inactive and has decided to close.</p> <p>MC took note.</p>	INFO
8.2.	Padang Grass	<p>Still long and requests to be cut on Sundays. It was highlighted that there will be football camp during school holidays and advised to keep the grass short.</p>	MM
9.	MEMBERS SERVICES		
9.1.	Facility Rental Fees	<p>MC agreed for Jungle House to be rented out by non-members events. The entire area such as youth area, playground and padang can be rented out.</p> <p>MC advised to structure exclusive rental fees inclusive of day passes for non-members to use Jungle House during non-peak hours for members. Also, to structure rental fees for members and sections that wishes to use the entire room or restaurant.</p> <p>MC approved for the above bookings including restaurants to go through Razali, Venue Coordinator.</p>	OM
10.	OPERATIONS		
10.1.	Room Changes	<ol style="list-style-type: none"> 1. Proposal for current music room for spinning class 2. Proposal for arts and craft and music room 3. Proposal for Jam Factory to be reallocated to Furniture store <p>Formation of sub-steering committee to drive the project forward consists of Music and Arts & Craft representative, CP, CT and OM.</p> <ol style="list-style-type: none"> 4. Proposal for Jam factory area as Bicycle Repair Shop or Spinning Class <p>MC disagreed with the idea to use it as Spinning class and i-Usahawan bicycle repair shop.</p> <p>For i-Usahawan, a temporary space at the front or back road where it's accessible for cyclists if they can attend to bicycles made for professional cyclists. No further information can be shared since the process is to tender out to i-Usahawan.</p>	OM
10.2.	Parking Lot	<p>Bicycle parking pole is close to the car park slot. Two vehicles have scratched their cars at the poles.</p> <p>MC suggested to remove the car park spot, relocate the bicycle parking pole or relocate the car park slot.</p>	OM
Next Meeting			
<p>The meeting was closed at 1300hrs. The next Management Committee Meeting will be held on Thursday, 15th October, 2020 at 1030hrs. Any changes will be notified in advance.</p>			