



**PANAGA CLUB**

MCM MEETING MINUTES

Meeting Name:	MCM05/21	Time:	1100hrs-1300hrs																																								
Date of Meeting:	Monday, 14 <sup>th</sup> June 2021	Location:	Simpur Room																																								
<b>Meeting Objective</b>																																											
Ensure the effective functioning of the committee and its ability to carry out its role. Raise issues to improve the Club operations.																																											
<b>Attendees</b>																																											
<p>Present:</p> <table border="0"> <tr> <td>Andrey Shuvalov</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>Geoffrey Sim</td> <td>FAM, Facilities Manager</td> </tr> <tr> <td>Wendy Thompson</td> <td>PADC, Performing Arts Division Chair</td> </tr> <tr> <td>Vikas Bhushan</td> <td>Representative - SCDC, Social Division Chair</td> </tr> <tr> <td>Vipin Tyagi</td> <td>Representative - SDC, Sports Division Chair</td> </tr> <tr> <td>Marco Bonato</td> <td>SDC, Sports Division Chair</td> </tr> <tr> <td>Aanchal Bhushan</td> <td>FBR, F&amp;B Representative</td> </tr> <tr> <td>Wenny Chong</td> <td>FM, Finance Manager</td> </tr> <tr> <td>Julia Wotton</td> <td>HFDC, Health Fitness Division Chair</td> </tr> <tr> <td>Stacy Plank</td> <td>ER, Event &amp; Marketing Representative</td> </tr> <tr> <td>Nor Yap</td> <td>MSM, Member Services Manager</td> </tr> </table> <p>Apologies:</p> <table border="0"> <tr> <td>Javaria Said Adeel</td> <td>CDC, Culture Division Chair</td> </tr> <tr> <td>Roslie Bakar</td> <td>GC, Golf Captain</td> </tr> <tr> <td>David Hughes</td> <td>HM, House Member</td> </tr> <tr> <td>Fifie Abdullah</td> <td>PEM, Projects Event Manager</td> </tr> <tr> <td>Salami Haji Jakuran</td> <td>PGM, Panaga Golf Manager</td> </tr> <tr> <td>Marten Adema</td> <td>KBBCC, KBBC Commodore</td> </tr> <tr> <td>Wijnand Hoitinga</td> <td>SCDC, Social Division Chair</td> </tr> </table>				Andrey Shuvalov	CP, Club President	Sheldon Harrison	CT, Club Treasurer	Emma Dato Hj Jemat	CM, Club Manager	Geoffrey Sim	FAM, Facilities Manager	Wendy Thompson	PADC, Performing Arts Division Chair	Vikas Bhushan	Representative - SCDC, Social Division Chair	Vipin Tyagi	Representative - SDC, Sports Division Chair	Marco Bonato	SDC, Sports Division Chair	Aanchal Bhushan	FBR, F&B Representative	Wenny Chong	FM, Finance Manager	Julia Wotton	HFDC, Health Fitness Division Chair	Stacy Plank	ER, Event & Marketing Representative	Nor Yap	MSM, Member Services Manager	Javaria Said Adeel	CDC, Culture Division Chair	Roslie Bakar	GC, Golf Captain	David Hughes	HM, House Member	Fifie Abdullah	PEM, Projects Event Manager	Salami Haji Jakuran	PGM, Panaga Golf Manager	Marten Adema	KBBCC, KBBC Commodore	Wijnand Hoitinga	SCDC, Social Division Chair
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<b>Topic</b>		<b>Discussion</b>																																									
1.	Welcoming Remarks	Meeting was chaired by Wendy, PADC.																																									
2.	Previous Minutes	Minutes in MCM04 was reviewed and adopted.																																									
<b>Committee Updates</b>			<b>Action By</b>																																								
3.	<b>Chairperson &amp; MC reflections</b>																																										
3.1.	Club President	<ul style="list-style-type: none"> <li>- Thanked Wendy for chairing the meeting and MC members for taking part in various activities.</li> <li>- Shared safety information from BSP as a reminder that safety is a top priority and to continue proactive measures.</li> <li>- Proactive measures captured in Club scorecard and walkabouts. Next to be scheduled for Panaga Golf Club. Encouraged MCM to be present in walkabouts every last Friday of the month. Any member is welcome to represent MC members. Safrin, senior maintenance staff will send out invitation via email. MC encouraged to respond.</li> <li>- Club has signed key terms on Beach Shelter.</li> </ul>	INFO																																								



## PANAGA CLUB

		<ul style="list-style-type: none"> <li>- Structured survey for sections as customer experience to improve Club offerings, facility and equipment, and where support is needed from MC members and Club team. An opportunity for MC members to connect with Sections.</li> <li>- Project execution urged to be mindful and manage risks for members.</li> </ul>	
3.2.	Chairperson	<ul style="list-style-type: none"> <li>- Safety briefing and presented the agenda</li> </ul>	INFO
3.3.	Reflections	<ul style="list-style-type: none"> <li>- Safety on football field entrance</li> <li>- Club to be transparent on decisions regarding use of membership cards</li> <li>- Club to relocate the basket swing in the middle of the playground. Current location is an HSSE issue.</li> <li>- Install swipe cards at the back of MPH and CCTV.</li> <li>- Events to be more structured (adults and kids)</li> <li>- Golf section to hire professional Coach or admin</li> </ul>	
<b>4.</b>	<b>CLUB TREASURER</b>		
4.1.	Club Financials	<ul style="list-style-type: none"> <li>- May and YTD Club Financial reports shared with MCM; detailed breakdown available to MCM for review</li> <li>- Divisions Monthly Report available. Folder restricted to MCM members only especially for projects and contract works.</li> <li>- Membership numbers are stable. BSJV remains 50%</li> <li>- Request to approve of fixed deposit placement</li> <li>- Section funds reallocation from liability to equity as recommended by Auditors</li> <li>- Commercial success on Foam Blower and recognized Hj Hafiz for operating.</li> </ul>	INFO
<b>5.</b>	<b>MC Representatives Update</b>		
5.1	Health and Fitness	MCM discussed updates and requests from division.	INFO
5.2.	Marketing and Events	MCM reviewed program for Summer events	INFO
5.3.	Sports	MCM discussed feedback from section.	INFO
5.4.	Social Division	MCM reviewed program of Summer events for children.	INFO
5.5.	F&B	MCM reviewed KBBC river location plans.	INFO
5.6.	Gym and Music Refurbishment	MCM reviewed proposal on refurbishment.	INFO
<b>6.</b>	<b>Key Decisions by MC (voted by all MC members present)</b>		
6.1	HSSE issues	<ol style="list-style-type: none"> <li>i. Check any recordable cases for hand burns on metal merry-go-rounds.</li> <li>ii. Surprise checks to continue by Club staff and security during high peak hours.</li> <li>iii. Report the statistics on trespassers and inform members on the statistics.</li> </ol>	



**PANAGA CLUB**

6.2	4WD section	<ul style="list-style-type: none"> <li>i. Support for BonFire on the beach with 4WD cars as introduction to section.</li> <li>ii. Advised to create indemnity forms.</li> </ul>	
6.3	Golf section	Support to hire admin or golf professional assistant.	
6.4.	Gym Equipment	Support to list out and sell old equipment to members.	
6.5.	Events	Advised to reduce and reorganize events. Quality over quantity.	
6.6.	Football Volunteer Coach	Support volunteer coach recognition - 3 months membership fee.	
6.7.	Egyptian Section	New section supported.	
6.8.	Affiliated Section	Supported by MC.	
6.9.	Unaffiliated Section	Requirements not stated. Needs a resolution.	
7.	<b>OTHER DECISIONS BY MC (no objections from MC members present)</b>		
7.1	Grass Cutting	CSR to discuss with CH on rotary blade blades.	
7.2	Beach Plogging	Acknowledged by MC	
7.3.	Tree Planting	Supported by MC	
7.4.	Single Section	Support for training but not matches and tournaments. Enforce membership.	
7.5.	Water circulation	Priority for school and not lunch hour.	
7.6.	Fixed Deposit	Supported by MC	
7.7.	Digital Test Kit	Supported by MC	
7.8.	Projects	Quotes supported but not including painting. Painting to be done in-house to save budget. Otherwise, get painting quotes separately.	
7.9.	Santuari Contract	Request support from BSP Legal team.	

**Next Meeting**

The meeting was closed at 1300hrs. The next Management Committee Meeting will be held on 22<sup>nd</sup> July 2021 chaired by Acting Club President. Any changes will be notified in advance.