

PANAGA CLUB
MCM MEETING MINUTES



Meeting Name: MCM05/22 Time: 11.30am-1.30pm
Date of Meeting: Thursday, 30TH June 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
Aanchal Bhushan	FBR, F&B Representative
Thomas Mark Lindsay	GLR, Garrison Liaison Representative
Robert Warmerdam	GVC, Golf Vice Captain
Neil Pritchard	KSAC, KBBC Sub Aqua (Diving) Chairperson
Terry Savoie	KSAT, KBBC Sub Aqua (Diving) Treasurer
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Michael Lamm	MR, Maintenance Representative
Sheldon Harrison	PR, Project Representative
Meghna Nair Vinod	SocDC & MKR, Social Division Chair & Marketing Representative
Marc Ripoche	SDC, Sports Division Chair
Wenny Chong	FM, Finance Manager
Salami Hj Jakuran	GM, Golf Manager
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

Apologies:

Aran Testa	CDC, Culture Division Chair
Roslie Bakar	GC, Golf Captain
Julia Wotton	HFDC, Health & Fitness Division Chair
Marten Adema	KBBC, KBBC Commodore
David Hughes	HM, House Member
Geoffrey Sim	FAM, Facilities Manager

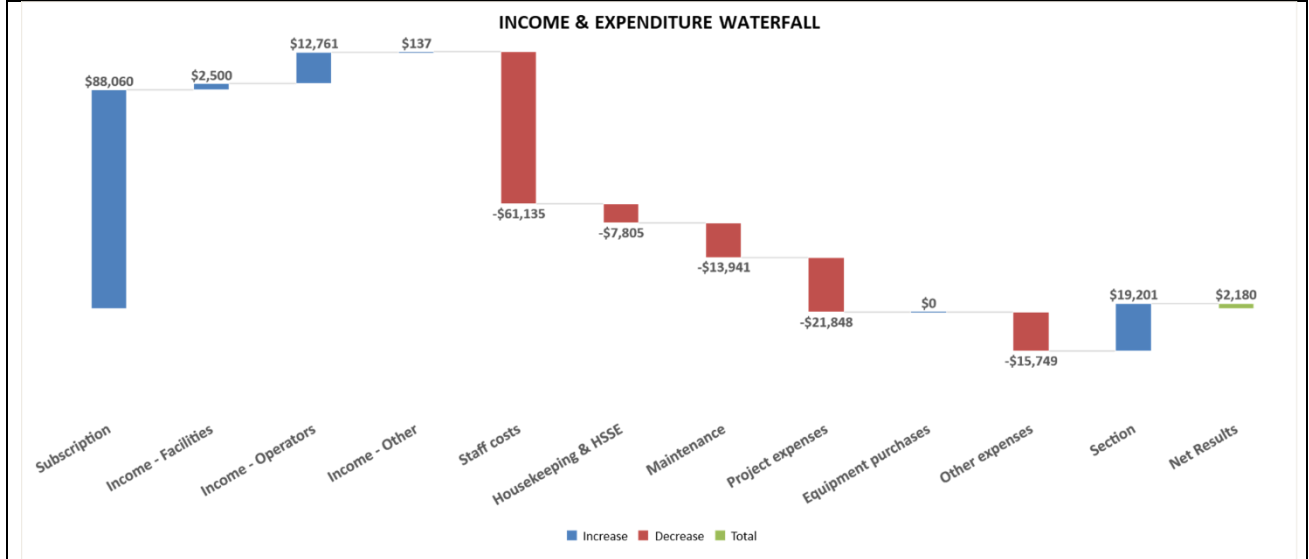
No	MCM / Topic	Discussion	Action by
1.	Club President	<p>Thanked the Club Teams for executing very well.</p> <ol style="list-style-type: none"> 1) Safety Day (Time Out) with Club employees and contractors – FAM conducted on 3/6/2022. 2) MR and Maintenance Team on club facilities. 3) Received good feedback from events. 4) The Volunteer Appreciation Night on 24/6/2022 went well. 5) New team in Member Services; farewell to Ambrose; last day on 30/6/2022. 6) CP thanked KBBC Division Team on their engagement with new business partner to run KBBC restaurant including refurbishment of the clubhouse. Once signed key sheet in place, the new business partner will start mobilization on refurbishment; expected to complete in 2-3 months. MR advised to look into the structural and to liaise with FAM on any works to be conducted. CP supported to go ahead with the new business partner; exposure of the asset; to do a standard Panaga Club contract. 7) CP commented that the ISS cleaning has gone down and that CM with FAM to do walkabout the following Friday. 	<p>INFO PEMM FAM</p>

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No	MCM / Topic	Discussion	Action by
2	Club Treasurer		
2.1	Financial Performance – May 2022	<p>Club has reported;</p> <ul style="list-style-type: none"> Total income of ~\$122,700 (8% increase compared to last month). <ul style="list-style-type: none"> Subscription fee portion of this income is ~\$88,000 with a %2 decrease compared to last month. Total expense of ~\$120,500 (7% increase from last month). Resulting Total profit of ~BND 2,180. <p>BSP has made a subsidy payment of B\$800K in May 2022 however this has been excluded from reporting view for ensuring consistency in performance trends.</p>	INFO

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
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2.3	Financial Performance – May 2022	INFO
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CASH BALANCE

Month	Cash Balance
JAN	\$963 K
FEB	\$782 K
MAR	\$800 K
APR	\$893 K
MAY	\$1.71 Mn

This is to show trend in our net income and its contribution to the increase/decrease of average income per month

NET INCOME VS AVERAGE INCOME

Month	Net Income	Average Net Income
JAN	\$16,615	
FEB	-\$25,723	\$4,554
MAR	-\$24,237	\$11,115
APR	\$767	\$8,144
MAY	\$2,180	\$6,079

Our total membership remains stable

MEMBERSHIP

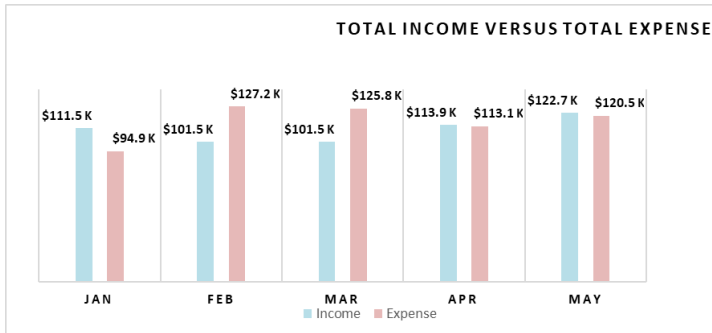
Month	Others	BSIV	Garrison	Total Members
JAN	319	427	102	848
FEB	322	417	116	855
MAR	337	430	125	892
APR	331	429	125	885
MAY	333	434	118	885

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2.4	Total Income vs. Total e=Expense Overview – May 2022		INFO

Here is a summary of our income and expense proportion



Positive factors

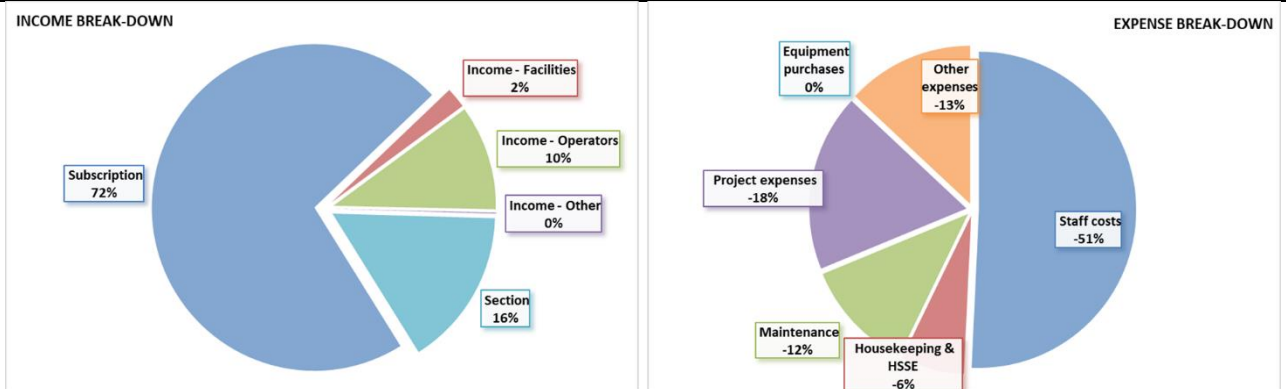
- Facility hire income resumed after Ramadhan period (facilities)
- BSP Subsidy \$800K (other income)
- No education allowance and minor training
- No additional R&M incurred (maintenance)
- Surplus mainly due to KBBC sale proceeds of Naga Laut \$12K (sections)

Negative factors

- Drop in week pass income and processing fees for waiver period (subscription)
- No event income-Raya event free to members (events)
- Final costs for Pool café roof and under cover seating area & Toilet renovation (projects)

2.4 Income and Expense Break-Down – May 2022

INFO



3.1 Club Membership Figure Update

INFO

Month	New Joiner	Resigned	Suspension Termination	Day Pass	Week Pass	SSAP
June-22	35	44	5	181	38	9

Month	Non Paying Members	Paying Members	Total
June-22	66	897	963

- 1) Non paying members - 60 – Honorary & MCM waiver / 2 – BSJV Waiver (ex MCM) / 4 – BSJV new arrival 9 days free access.
- 2) New joiners – 35 / Resign – 45 (Leaving Brunei; mostly BSJV) / 5 – Suspended or Terminated due to late or no bills payment. Expected more BSJV club members on final departure in July 2022.
- 3) Club membership monthly fees – currently give free access to play park, pools, gym, library, tennis courts, aqua-fit, tri-fit and yoga classes, badminton/table tennis and cricket, futsal and 4WD Club; PR suggested to review future free access offerings for general members.

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3.2	Club Membership Promotion	<p>1) Enquired on Club membership for singles and garrison with lower rank:</p> <p>a) Done a trial Club membership promotion from March to June 2022 for single students and young profession aged 18-32; received only 11 new joiners due to the requirement for an advance payment upon joining and after 1st month club fee of \$50, normal rate will apply that is either Standard rate of \$110 or Reduced rate of \$75 depending on eligibility; the club membership fee includes free access to pool, gym, tennis, badminton, tri-fit, yoga, etc; CP advised to discontinue due to poor response.</p> <p>b) There are two type of Club membership:</p> <ul style="list-style-type: none"> ➤ Standard Rate of \$110 for anyone, BSJV SG 4 & above and Army/Police with higher rank ➤ Reduced Rate of \$75 for Retirees, School Teachers, Mature Dependents, Students, BSJV SG & below and Army/Police with lower rank; Lieutenant, 2nd Lieutenant, Sergeant, Corporal, Lance Corporal or Rifleman. <p>2) GLR informed that the Open Day for Brunei Garrison newcomers on 1/7/2022 at Panaga Club will be postponed as not all with families have not arrived yet; but those already here can still come in to join under this promotion.</p>	INFO																																																												
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5.	Project Update (cont'd)	<p>Most of the projects are halfway through and not advancing much; will need to prioritize the projects; to do full risk assessment on whole club; to reserve incoming fund; to general more income so we can remain sustainable; FAM to provide forecast projection; projection on budget revision will increase by \$30k to \$40k.</p> <p>1) LED tennis court lights – Found a reputable local supplier with cheaper prices, lights from China. Could not do site visit as not installed elsewhere in Brunei to date. CP advised to do lights on club field first to see the risk then tennis courts. POST MEETING NOTE: 4/7/2022 – FAM suggested replacing the driving range lights first since only 12 units and having the same pole height as tennis courts; PR agreed. Delivery: 3-5 months.</p> <p>2) Kenyalang Kafe refurbishment – supposedly to start in August 2022 after Beach Shelter project but the project is delayed due to roof replacement.</p> <p>3) Playground refurbishment – the layout will change with the new equipment; the quote for EDPM flooring is expensive.</p> <p>4) Tennis court resurfacing – material and quotes are yet to be finalized; unable to do during summer holidays.</p> <p>5) Main Hall floor and revamp – flooring and revamp works should be done concurring.</p> <p>6) Additional studio at side of old AHU unit warehouse – received additional funding from BSP; not building from scratch but optimizing the old warehouse; projection on how many users; to check and utilize if any idle asset; though no objection to proceed.</p>	INFO PEMM FAM
6.	Maintenance by MR	<p>1) Roof for whole Club</p> <p>a) Beach Shelter renovation – Santuari has to stop work on 24/6/2022 for roof replacement work by IFM; large white tent will be constructed over it for the duration of the works to ensure all hazardous material remains internal to the construction site; to start on 4/7/2022 and expected to complete by end July 2022; to agree on colour of the roofing sheet. IFM will continue to do Sports Pavilion roof this year.</p> <p>b) Roof at the Club – raised concern on future leaking with replacement of rusty nails on old roof; therefore, requested to check on cost of replacement instead of repair work by IFM.</p> <p>2) Missing toilet bidets and shower heads – ongoing theft problem as highlighted by FAM; spot check on contractors.</p>	INFO
7.1	Golf Division	<p>1) The existing movable water tank is still not sufficient; if no rain, the greens will be bad state; affecting quality of the golf course. For long term solution, the golf section suggested installing blue water tanks including piping permanently and place them on the various holes on the Golf Course for watering the greens. To approach Suppliers for the layout drawing and quote.</p> <p>2) No new Greens keeper yet for Golf course maintenance – CP advised for interim period to get other Greens keeper under the contractor's cost otherwise to further increase the deduction as financial penalty.</p>	INFO GC PEMM




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7.1	Golf Division (cont'd)	<p>3) S M Tan is going to purchase 6 – 8 units battery operated buggies.</p> <ul style="list-style-type: none"> ➤ To cement and roof part of the area between Chiller room and buggy garage for the purpose to get more spaces for parking the existing buggies. ➤ Require more power points for charging the buggies. <p>4) Golf Shop & Driving Range Management – CP advised to review the contract and to increase the material prices and rental by 20% and sharing %; will be discussed at next Golf Committee meeting.</p>	INFO GC PEMM
7.2	Golf - Maintenance	<p>1) Not in the golf course maintenance contract:</p> <p>a) Pond 9th & 18th cleaning; the overgrown of water lilies</p> <ul style="list-style-type: none"> ➤ Job will be done by the Club Maintenance. <p>b) Repair pond edge erosion (banks) at #15</p> <ul style="list-style-type: none"> ➤ PO has been raised to ZuHy Contractor. <p>c) Remove mounds (small hills) and flatten at hole #4 and fairway bunkers</p> <ul style="list-style-type: none"> ➤ PO has been raised to ZuHy Contractor; to confirm on starting date. <p>d) Replace wooden fencing at Hole #8</p> <ul style="list-style-type: none"> ➤ Job will be done by the Club Maintenance. <p>e) Repair shelters</p> <ul style="list-style-type: none"> ➤ To identify the condition of the shelters. To prioritize which one to do 1st and depending on budget availability. <p>f) Tree cutting and trimming</p> <ul style="list-style-type: none"> ➤ Still ongoing; to identify and mark the trees. <p>g) Tee-Box signage (installed 8 years ago)</p> <ul style="list-style-type: none"> ➤ All signage is not in good condition; in the process of obtaining quotes. <p>2) MR advised looking into different ways on structures of all golf safety netting and framing.</p>	INFO GC FAM
8	KBBC Division	<p>1) Terry Savoie will take over as new KBBC Powerboat & Fishing from Adam Plank who will be leaving by end August 2022.</p> <p>2) All 4 Sections (Sailing, Kayak/Surf, Diving and Power boating) have provided sought-after activities to the club in the first half of 2022 and demand was often outstripping supply.</p> <p>3) New leadership has been brought in for Sailing, Diving and Power boating to run the Sections the coming years. However, the KBBC team realises much more can be done in marketing the activities club website and social media and streamlining the setup.</p> <p>4) KBBC will re-launch KBBC setup to improve on above.</p> <p>5) Online booking for water sports activities is going well; looking at package offering.</p> <p>6) Complimented on the maintenance improvements at KBBC including grass cutting and trees trimming. Thanked the club maintenance team and IFM.</p>	INFO

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9.	Social Division Chair & Marketing Representative	1) Publication of Events – CP advised that only social events host at Panaga Club and KBBC premises are allowed to be advertised in Club website and social media otherwise should not be allowed; be vigilant with the posting; to check with SocDC or CP first if unsure. 2) Sponsoring advertisements –MR to assist on ways to enhance in getting advertisements. 3) SocDC holds the fund received from Shell budget to support 2-3 club social events.	INFO SocDC MR
10.	Marketing Strategy	7) Club Membership Promotion ➤ 1st July – Garrison Open Day at Panaga Club (Postponed). ➤ 16th July to 22nd July – In conjunction with His Majesty’s Birthday. ➤ 1st to 31st July – Introduce to family & friends to join as a club member will entitle a free club voucher worth of \$30. 8) Room Promotion ➤ July – August: Book online will entitle to 20% discount on all rooms.	INFO
11.	Past Events		
11.1	Egyptian Fun Day on 11/6/2022 @ Beach		INFO
11.2	Arts & Eat Fair		INFO
11.3	“I Made It Here” Challenge		INFO

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11.	Past Events			
11.4	Yoga International Day on 26/6/2022 in MPH Big Hall		INFO	
11.5	Swimming Gala on 25/6/2022		INFO	
11.6	Panaga Golf Shop Golf Tournament on 12/6/2022		INFO	
11.7	Hari Raya Golf Competition on 5/6/2022		INFO	
12.1	Upcoming Events	<ul style="list-style-type: none"> ● JULY ➢ Pool Party – 2nd & 3rd ➢ HM Birthday Golf Tournament – 17th ➢ Summer break activities start - 25th ➢ Yoga International Day - 26th 	<ul style="list-style-type: none"> ● AUGUST ➢ Pool Party – 6th & 7th ➢ Summer break activities end – 19th ➢ Family Fun Day – 27th ● SEPTEMBER ➢ Summer Festival – 10th & 11th ● OCTOBER ➢ 50th Disney Celebration Day (Children Hi-Tea Day) 	INFO

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12.2	Summer Activities July-August @8am-12noon	1) Week 1 : iKids & Boxing Camp on 26-28 July 2) Week 2 : iKids & Boxing Camp on 2-4 August 3) Week 3 : FastracKids & Lasertag Camp on 9-11 August 4) Week 4 : Panaga Creative Minds & Parkour Camp on 15-19 August	INFO
13	Private Coaching	Reported that 1 to 1 swim lessons' coaching by private arrangement in pool on Wednesdays at 3.30-4pm like the one in gym previously; no private session is allowed in the club.	INFO FAM

Next Meeting

The meeting was closed at 13:30hrs.

No meeting in July 2022 as most MCM away on holidays.

The next Management Committee Meeting will be held on Wednesday, 31st August 2022.