



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name:	MCM06/20	Time:	1000hrs – 1200hrs																																				
Date of Meeting:	Thursday, 15 th Oct 2020	Location:	Main 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 (former)</td> </tr> <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>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>Nor Yap</td> <td>MSM, Member Services Manager</td> </tr> <tr> <td>Wijnand Hoitinga</td> <td>SCDC, Social Division Chair</td> </tr> <tr> <td>Gijs Holstege</td> <td>KBBC, KBBC Commodore (former)</td> </tr> <tr> <td>Marten Adema</td> <td>KBBC, KBBC Commodore</td> </tr> <tr> <td>Eva Van Der Poel</td> <td>FBR, F&B Representative</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>Wendy Thompson</td> <td>PADC, Performing Arts Division Chair</td> </tr> <tr> <td>Cathy Savidan</td> <td>Trifit Secretary</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Roslie Bakar</td> <td>GC, Golf Captain</td> </tr> <tr> <td>Julia Wotton</td> <td>HFDC, Health Fitness Division Chair</td> </tr> </table>				David Hughes	CP, Club President (former)	Andrey Shuvalov	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	Nor Yap	MSM, Member Services Manager	Wijnand Hoitinga	SCDC, Social Division Chair	Gijs Holstege	KBBC, KBBC Commodore (former)	Marten Adema	KBBC, KBBC Commodore	Eva Van Der Poel	FBR, F&B Representative	Javaria Said Adeel	CDC, Culture Division Chair	Marco Bonato	SDC, Sports Division Chair	Wendy Thompson	PADC, Performing Arts Division Chair	Cathy Savidan	Trifit Secretary	Roslie Bakar	GC, Golf Captain	Julia Wotton	HFDC, Health Fitness Division Chair
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Agenda, Notes, Discussion and Issues																																							
Topic		Discussion																																					
1.	Welcoming Remarks	Meeting was chaired by David and official handover to Andrey.																																					
2.	Previous Minutes	Minutes held in September, 2020 was reviewed and adopted.																																					
Committee Updates			Action By																																				
3.	CLUB PRESIDENT																																						
3.1.	Introduction to new members	Marten Adema as the new KBBC Commodore.	INFO																																				
4.	CLUB TREASURER																																						



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4.1.	Financial Performance	<ul style="list-style-type: none"> • YTD cumulative loss is \$180,271. Sections should think of inequity procedural activities eg. Brazilian football is not in Club income. • \$125k of this years spend on architect fees due to be reimbursed. • Current month loss of \$25k primarily due to Lotus Lounge at \$41k. • 2021 budget process has begun. • Formalize contract for Lotus Lounge Caterer. • \$8k funding secured for December holiday activities. <p>Key projects for 2020</p> <ul style="list-style-type: none"> - Pelangi room refresh - Old accounts office refurbishment - Lobby refurbishment (toilets) - AHU unit removal <p>Major projects for 2021</p> <ul style="list-style-type: none"> - Gym reconfiguration (gym flooring, music room, dark room) - Beach hut refurbishment (expanding kitche, re-do flooring, grease trap and toilet) <p>AED team will update on the structure of the building if the walls were removed. It was also mentioned to digitize the meeting rooms eg. Replace projector with TV and install video conferencing system.</p>	INFO
5. MAINTENANCE			
4.1.	KPI Dashboard	<p>The Jungle house is at 90% - IFM BPs missed out some areas and will only return once everything else is completed.</p> <p>Jam Factory – currently ongoing.</p> <p>Beach Hut – roof works is currently pending for scaffolding. Painting of trusses can be done quickly if Azul was closed. This is due to health and safety of members from food poisoning in case the debris from scrapping the rusted trusses falls on the food.</p> <p>Golf Maintenance – will only be done after Beach Hut is completed. Main building roof and gutter – estimated schedule to be done next year.</p> <p>MC agreed to close Beach Hut only if IFM BP will complete the work within 2 weeks and discuss with Azul if they agree to continue to operate at the Lotus Lounge balcony.</p>	MM
5. SPORTS AND HEALTH FITNESS DIVISION			
5.1	Single section membership	<p>Option 1 Price: \$20.00 per month single section Offer valid only outside of main building (Padang and MPH)</p> <ul style="list-style-type: none"> - Cricket, Hockey, Football, Rugby, Basketball and Netball - For low maintenance 	SDC HFDC MSM



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		<p>Option 2 Price: \$25.00 per person</p> <p>MC support Option 1:</p> <ul style="list-style-type: none"> - A trial for 6 months as of November 2020. - All payments made in advance. - Ownership from sections. Sections to decide on non-member coaches. Budgeting for non-member coaches is considered employment. In principle, has to pay for participation. - Entrance from security main foyer only. - This should encourage for Full Membership. - Single passes in different colour compared to full membership and include timing on the cards. - One time deposit for access card. - Only fixed booking and regular activities. <p>It was suggested for KBBC to create single section membership for sailing to generate more interest and revenue.</p>	
5.2.	First Aid Kit	The cool packs in MPH is not working.	OM
5.3.	MPH floor	MPH floor is dirty and dusty. OM mentioned that the flooring will be polished this weekend or the next.	OM
6.	F&B Representative		
6.1.	Lotus Lounge December Holiday	<p>Date: 24th December Dinner and 25th December Brunch/Lunch Location: Lotus Balcony (adults) and Pelangi (kids) Bookings: 55 seats</p> <p>MC supported the event and also added guidelines for the type of food day to day in Lotus Lounge:</p> <ul style="list-style-type: none"> - Cold food only - Salad - Light snacks - Food display with pastry 	INFO
7.	SOCIAL DIVISION		
7.1.	Logo	<p>Vector graphics image can be converted to raster graphic images of arbitrary resolution. It is a must when designing/delivering a logo.</p> <p>MC fully support the new logo and mentioned that the Club does not need to get approval from the relevant authorities since the logo is the same – just vectorized with better resolution.</p>	INFO
8.	AOB		



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8.1		<ul style="list-style-type: none">- 9 MC meetings – so far there's 6.- Spring Cleaning with sections- Pool Bar shutters (costly to repair) <p>MC mentioned to have the 9th meeting via emails. The write-off forms to be available in the website and Finance to support. KBBC highlighted if sections can donate water cooler and sofas for the boatshed.</p> <p>MC agreed not to repair the shutters and to check whether it's still in Serikandi's contract.</p>	CM
Next Meeting			
The meeting was closed at 1300hrs. The next Management Committee Meeting will be held on Thursday, 18 th October, 2020 at 1100hrs. Any changes will be notified in advance.			