



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name:	MCM08/20	Time:	1100hrs – 1300hrs																																						
Date of Meeting:	Wed, 16 th Dec 2020	Location:	Kenyalang																																						
Meeting Objective																																									
Division Heads to review the 2021 Projects and Budgets based on the following: <ul style="list-style-type: none"> - 2021 Priorities - Major expenditures - Where help is needed 																																									
Attendees																																									
Present: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Andrey Shuvalov</td> <td style="width: 50%;">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>Marten Adema</td> <td>KBBCC, KBBC Commodore</td> </tr> <tr> <td>Eva Van Der Poel</td> <td>FBR, F&B Representative (former)</td> </tr> <tr> <td>Aanchal Bhushan</td> <td>FBR, F&B Representative</td> </tr> <tr> <td>Juhi James</td> <td>MR, Marketing Representative</td> </tr> <tr> <td>Julia Wotton</td> <td>HFDC, Health Fitness 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>Javaria Said Adeel</td> <td>CDC, Culture Division Chair</td> </tr> <tr> <td>Robert Warmerdam</td> <td>GVC, Golf Vice Captain</td> </tr> </table> Apologies: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Roslie Bakar</td> <td style="width: 50%;">GC, Golf Captain</td> </tr> <tr> <td>David Hughes</td> <td>HM, House Member</td> </tr> </table>				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	Marten Adema	KBBCC, KBBC Commodore	Eva Van Der Poel	FBR, F&B Representative (former)	Aanchal Bhushan	FBR, F&B Representative	Juhi James	MR, Marketing Representative	Julia Wotton	HFDC, Health Fitness Division Chair	Marco Bonato	SDC, Sports Division Chair	Wendy Thompson	PADC, Performing Arts Division Chair	Javaria Said Adeel	CDC, Culture Division Chair	Robert Warmerdam	GVC, Golf Vice Captain	Roslie Bakar	GC, Golf Captain	David Hughes	HM, House Member
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Agenda, Notes, Discussion and Issues																																									
Topic		Discussion																																							
1.	Welcoming Remarks	Meeting was chaired by Andrey.																																							
2.	Previous Minutes	Minutes held in November, 2020 was reviewed and adopted.																																							
Committee Updates			Action By																																						
3.	CLUB PRESIDENT																																								
3.1.	New Management Committee	- Welcomed new Marketing Representative, Juhi James and F&B Representative, Aanchal.	INFO																																						



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3.2	HSE inspection	<ul style="list-style-type: none"> - Invited HSE and IFM CSR to visit the Club. Good feedback and some concerning matters. Main concerns being safety and security. - Rotting trees and structural integrity of the building as well as the playground were highlighted <ul style="list-style-type: none"> o Tasked to fix the wooden planks in one of the playground o Proper replenishments and communication with IFM - Basic rules at Golf: <ul style="list-style-type: none"> o Driving range in front of the building o No smoking at the golf course o Offering the availability of the license to play golf at the Club 	INFO
4. Kuala Belait Boat Club			
4.1.	2021 Opportunities	<ul style="list-style-type: none"> - Reinvigorate to make safe for members to use - Accessible for families at KBBC - Lower the barrier to add more courses - Arrange for license class 9 courses for members - Visibility in Panaga Club Beach <p>MC suggested to incorporate swimming section to provide basic swimming lessons to members who wishes to join the</p>	INFO
4.2.	Major Expenditures	<ul style="list-style-type: none"> - BBC riverside handover expenditure - Power boat equipment - Dive Kit refresh - Repairs, services and maintenance 	INFO
4.3.	Help Needed	<ul style="list-style-type: none"> - Legal support on big project, governance and staffing - Marketing on river cruises - Dive net loss of B\$18,000. <p>MC advised to polarize the discussion with Diving section whether to involve Poni Divers. If there's interest, then can get more investment.</p> <p>Overall approved with Help Needed and how to manage with IFM on repairs, services and maintenance.</p>	INFO
5. Golf Section			
5.1.	2021 Priorities	<ul style="list-style-type: none"> - Golf Club maintenance contract renewal - Reinstatement of tournaments and competitions post COVID19 restrictions - Onboarding new golf pro 	INFO
5.2.	Major expenditures	<p>Support from IFM maintenance on repairs and blockages</p> <ul style="list-style-type: none"> - Safety fencing - Gabion/Wall construction - New drainage piping. BSP to donate piping - Long term watering system for overall golf course/green 	INFO



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5.3.	Help Needed	<ul style="list-style-type: none"> - Additional staff member. Currently not sufficient that can also assist KBBC. - Regular opening of dewatering point at beach (Hole no.11) - Trespassing/vandalism <p>MC informed that the Club is moving into online booking system to assist sections including Golf. GVC not sure how the booking can help with the current operations – possibly 50%.</p> <p>CP highlighted the following:</p> <ol style="list-style-type: none"> 1. Automation 2. New Golf Pro to help the Club manage 3. Enforcing the rules on the: <ol style="list-style-type: none"> a. No Smoking b. Reverse parking <p>FBR queried if golfers still want the half way house to be open and highlighted that it is unhygienic for hot food to be sold in the golf shop. GVC said that the halfway house doesn't seem to be maintained and will warrant the quality of hot food. They can pay commission if required.</p>	GVC
6. CULTURE DIVISION			
6.1.	Library Section	<p><i>2021 Priorities:</i> Improving books, DVD and magazine selection. Expand the comic section and 6-12 English children's fiction section. Increase space and introduce a baby section.</p> <p><i>Major Expenditures:</i> Shelves and seating (included in 2021 budget)</p> <p><i>Club help required:</i> Approval of budget</p>	INFO
6.2.	Photography	<p>As per their 2021 budget.</p> <p>Section of arts and craft to include digital photography classes with current photography section. Queried whether a new section for digital photography.</p> <p>MC mentioned that the two can combine under Photography section.</p>	INFO
6.3.	Arts and Craft	<p>Day pass users: Not allowed. Session fees required.</p> <p>Change in membership fees suggested:</p> <ul style="list-style-type: none"> - Current: Single person \$30 per year - Proposed: Single person \$30 per year, Family \$45 <p>Other issues:</p> <ul style="list-style-type: none"> - Other sections being allowed to use A&C room without notice - Smoking in janitors room <p>MC stated that day pass users shouldn't have access to Arts & Craft room. It would only be open to day pass during section events. Spaces being exclusive does not create the feeling of</p>	OM



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		<p>inclusiveness and advised to opt for locking the items, use a booking system via Razali, Club Venue Coordinator.</p> <p>CP advised to compile together all section membership fees and propose. Smoking shouldn't be allowed at the Club. Further action required by OM.</p>	
7.	PERFORMING ARTS DIVISION		
7.1.	PMS	<ul style="list-style-type: none"> • Music Room (& Gym) soundproofing and redevelopment • ABRSM examinations - dates TBC • Student performances January 24th and June 27th - Main Hall • Panaga Singers – 3 performances: Jan, June and December • Minor purchases – new piano teacher chairs and a printer • Long term – Grand piano needs replacement <p>Marketing on website is poor. Administration is heavy. Considering a simpler support for Music Registration. Supersaas is currently not suitable.</p> <p>MC mentioned quite large reserve for new piano perhaps in next few years since section is self-supporting. To form a Sub-Section Committee to work together to provide new offerings.</p>	
7.2.	TADS	<ul style="list-style-type: none"> • 1 small production, 1 major production planned • Drama Club/Performing Arts Club • Lighting workshop • Volunteer drive 	
7.3.	PDC	<ul style="list-style-type: none"> • RAD Examinations – April/May • Dance Showcase – June 12th (external venue) • All expenses covered within own budget 	
8.	MARKETING		
8.1.	2021	<p>Areas for improvement</p> <ul style="list-style-type: none"> - Streamlining website and logical placement of activities eg. Fitness class schedule in one click - Branding not cohesive Eg. color palette used - Refining social media eg. posting schedule - More structured and preferred - More user friendly and attractive <p>MC stated that there's no maximum capacity of the number of Club members. Also, highlighted on the visibility of activities available.</p> <p>CP approved for number 1 and advised to use a commercial platform for the system. Research methods to attract day pass and single sections to become member – eg. outpost introduce 7 days free for new comers.</p>	MR



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9. SPORTS DIVISION			
9.1.	Padang	<p>Not huge success for football on Single Section Pass. This may be due to complaints on the grass – poor facility. SDC queried if the Club can leverage from Golf Maintenance. CP shared that IFM will have new contractors for grass cutting and will consider the request.</p> <p>CP queried whether the Single Section Pass should stop for football since it's unsuccessful. SDC respond to wait until better season.</p>	
9.2.	Cricket	<p>Remove, reallocate and replace the cricket nets inside the Padang perimeter and purchase bowling machine.</p> <p>CT said cricket pitch is hardly used and to consider whether it will be fully used if replaced.</p>	
9.3.	Swimming	MC informed that budget was insufficient to purchase Starting blocks in 2020.	
9.4.	Tennis	MC conversed that the Club will get a discount if two courts gets resurfaced instead of 1.	
10. HEALTH AND FITNESS DIVISION			
10.1	Netball and Basketball	<p>Single Section a success for both Netball and Basketball. Basketball capped to 10 only. Netball is interested with promotion ending January 2021. It will be more after January. One conversion to full membership joined during festival. MPH is not cleared after events.</p> <p>CP mentioned to relax for basketball. It can be increased and there's no limit. Advised to promote so more people will join.</p>	INFO
10.2	Badminton	<p>To review cupboard locker where table tennis is. Basketball net not locked. Badminton has a fixed time though often disrupted.</p> <p>MC advised to discuss with sections on the use of MPH.</p>	
10.3	Tri-fit	<p>No air-circulation in small MPH – stuffy and unhappy members. Some members moved out.</p>	OM
Next Meeting			
The meeting was closed at 1300hrs. The next Management Committee Meeting – MCM09 will be a compilation of the agreed discussions throughout 2020.			