

MINUTES OF PANAGA CLUB 72ND ANNUAL GENERAL MEETING (AGM)
HELD ON WEDNESDAY, 19 APRIL 2017, 7.30PM IN THE MAIN HALL

Present:

MC Members	: Bjorn W Melaa	- President (Chairperson)
	Ramon van Dijk	- Treasurer – BSP
	Carien Maclaine Pont	- Treasurer – Panaga Club
	Carolyn Brien	- Culture Member
	Hj Roslie Hj Bakar	- Golf Captain
	Anna Coyajee	- KBBC Commodore
	Rob Harris	- Performing Arts Member
	Christina Samuel	- Social Member
	Rao Ramana	- Sports Member
	Hj Tajul Rizal Zainal Abidin	- Head of Clubs
	Nor Yap	- Acting Operations Manager Club Staff (Administration)
General / Section Committee Members	: Adeshina Sadiq	- Member
	Jamie Mitchell	- Member
	Laura Mitchell	- Member
	Andrew Mackellar	- Member
	Matthew Hunt	- Member
	Gemma Hunt	- Member
	Roslan H A Rahman	- Member
	Hj Mohammad Hj Dawok	- Member
	Nawi Hj Hidop	- Member
	Rusli Sulaiman	- Member
	Suhaili Jaapar	- Member
	Pearl Chua	- Member
	Shaeyna J Khan	- Club Staff (Contracts/Procurement)
	Irene Soon	- Member / Club Staff (Finance)
	Salami Hj Jakuran	- Club Staff (Golf)
	Safrin Kamis	- Club Staff (Maintenance)
	Geoffrey Sim	- Club Staff (Project / HSSE / Housekeeping)
Apologies	: Chandrasekar Subramaniam	- Food & Beverage Member
	Keri van den Heuvel	- Health & Fitness Member

Agenda:

1. HSSE highlights
2. Approve Minutes of the 71ST Club AGM held on 13th April 2016
3. Approve 2016 Account for the Financial Year ending 31 December 2016
4. Approve amendment to Club Constitution
5. Projects & Improvement updates
6. Highlights from MCM Members on activities
7. Members written submissions – None received
8. Announcement of members of the 2017/2018 Management Committee Members (MCM)
9. Any other business (from the floor)

The Club President commenced the 72nd Club Annual General Meeting by welcoming everyone and thanking the members for their presence. The agenda for the night was shared to members and slides were presented together by the President, Management Committee Members and Club HSSE Focal Point.

An Evacuation Plan for the Main Hall was presented by Geoffrey, Club HSSE Focal Point to indicate the main exit points and assembly points.

1) HSSE HIGHLIGHTS

Health, Safety, Security and Environment are top priorities for all activities in the Club. Staffs, Pros and Management Committee do their best to ensure the health, safety and security of the premises and services for all members whilst also seeking ways to improve our environmental footprint.

A total of 24 incidents and near-misses including fire were reported during 2016, which is significantly up from the 12 reported in 2015 and 19 in 2014; the Club's management will continue to motivate a reporting culture.

a) HSSE Reported Incidents in 2016

- 1) Missing Items - 1 (a bottle of suntan in side pocket; bag left at Poolside Cafeteria)
- 2) Sports Injury - 3 adults, 2 kids (muscle cramp - tennis / footballer)
- 3) First Aid Case - 3 (foot injury at golf course)
- 4) False Alarm - 3
- 5) Equipment Failure - 1 (tennis lighting post)
- 6) Car Accident - 3 (car park)
- 7) Boat Accident - 1 (KB river)
- 8) Trespassing Golf Course - 4 (fishing near golf pond) / Beach Shelter - 1
- 9) Fire - 1 (Golf ladies toilet)
- 10) Crocodile sighting - 1 (golf pond / 2x caught).

Thanks to all members for reporting all near-misses and incidents. We feel that reporting all incidents can avoid unwanted incidents to happen.

b) 2016 Club Staff PAKATs Submission

Total 270 PAKATs received: 269 from Club Staff and 1 from non-Club Staff:

- Positive PAKATs - 19
- Closed PAKATs - 249
- Ongoing PAKATs - 4 (major - fire alarm / building structure).

Club Staff are required to submit 12 PAKATs per year.

2) MINUTES OF 71ST ANNUAL GENERAL MEETING HELD ON 13TH APRIL 2016

The minutes were accepted and received without amendment. Proposed by Rao Ramana and seconded by Carolyn Brien.

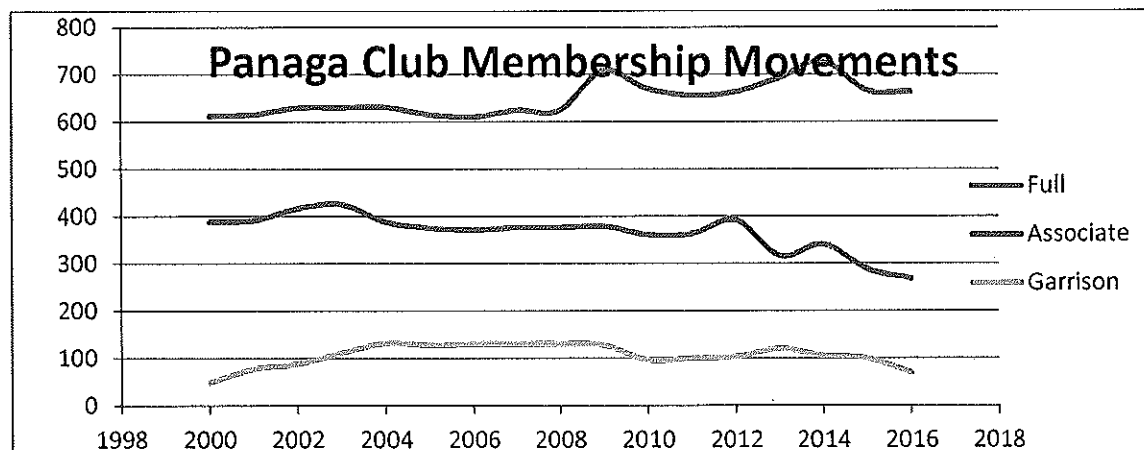
3) 2016 ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2016 (SEE ATTACHMENTS)

The Club Treasurer presented slides on the Club's financial support and expenditure.

2016 RESULTS & 2017 PLANS

a) 2016 Panaga Club Financial Results

In 2016 the Panaga Club financial performance was better than expected, though with an overall operating loss of BND 96k. Compared to 2015, a reduction in membership (-8%, the result of a downward trend in BSP expatriate employees), was the biggest driver of a reduction in revenues (-13%).



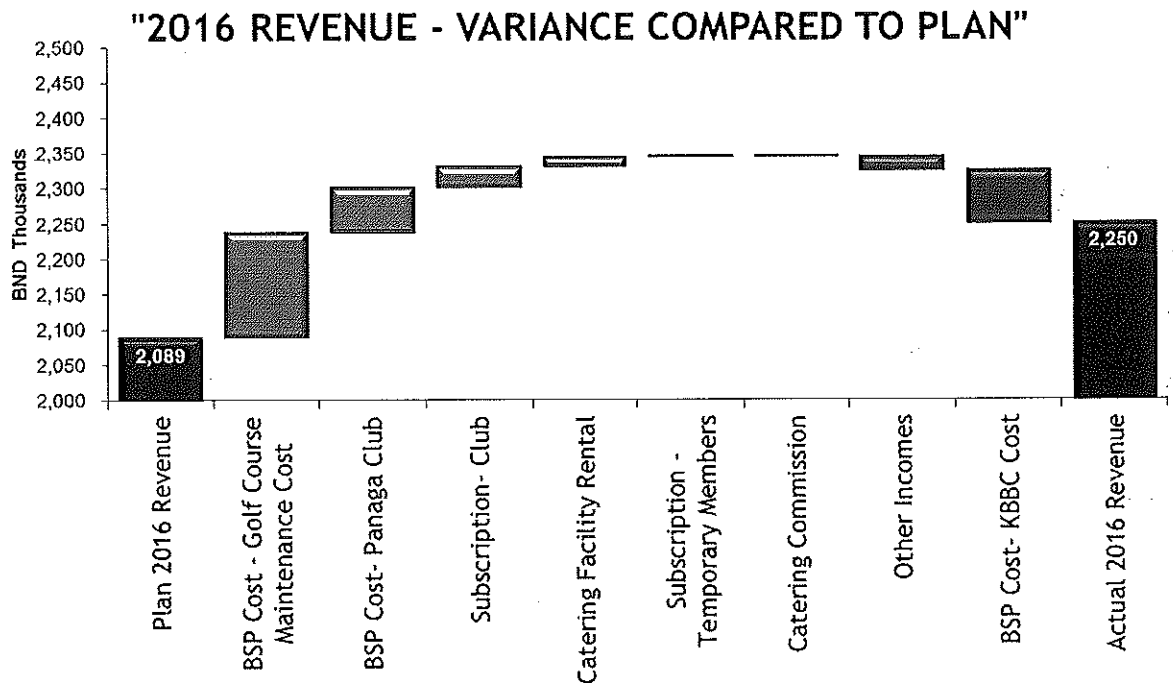
b) Financial Highlights

FINANCIAL HIGHLIGHT					
Name of KPI	2016 Actual	2016 Budget	Variance (2016 Actual vs Budget)	2015 Actual	2017 Plan
Revenue	2,250	2,089	● 8%	3,266	2,201
Expenditures	2,347	2,435	● 4%	3,126	2,335
Profit/(Loss)	- 97	- 347	● 72%	140	- 134

Indicators	Dec'16	Dec'15	Variance
Membership	985	1,069	▽ -8%
Cash Balance	1,839	\$ 1,944	▽ -5%
Section Funds	908	\$ 862	▲ 5%
Accumulated Fund	965	\$ 1,062	▽ -9%

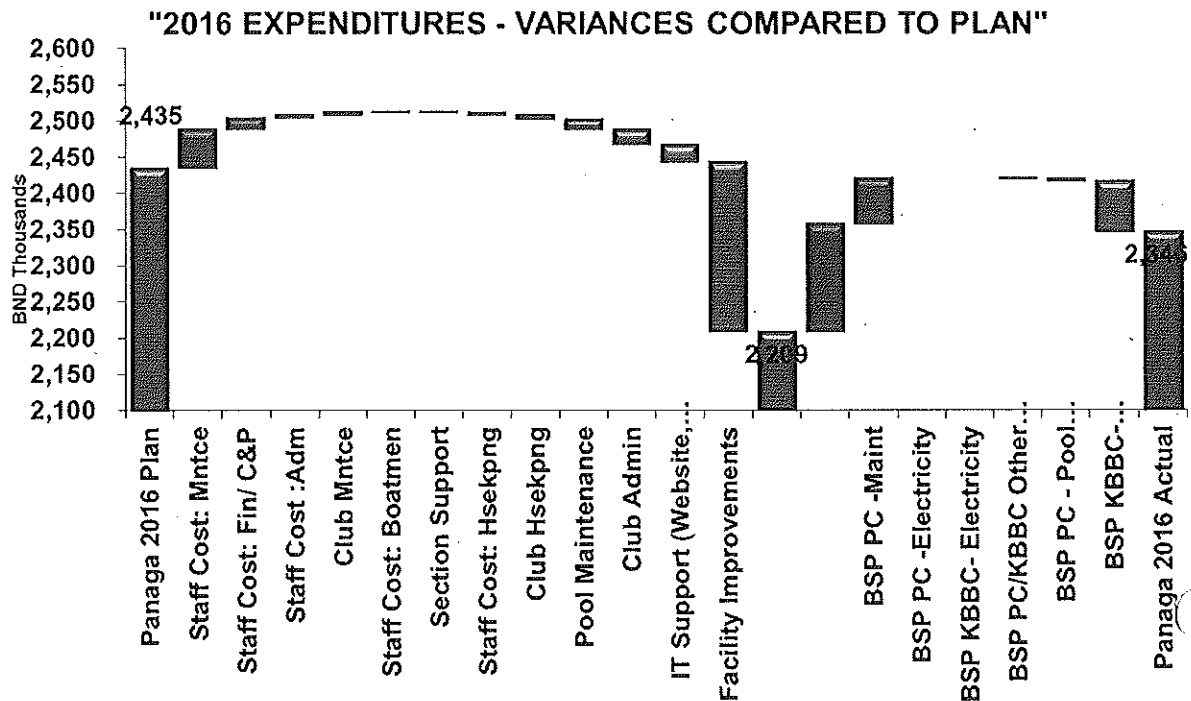
The financial health of the sections was stable, with a small increase in their Funds (+5%). Commensurate with the financial loss over 2016, the Club's accumulated funds declined to \$965k.

c) Panaga Club Financial - 2016 Revenue



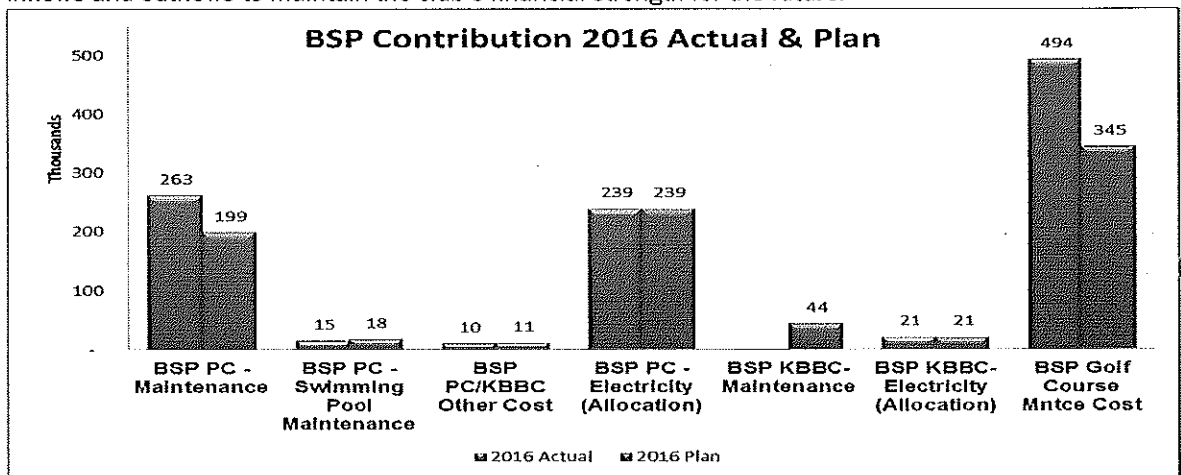
d) Panaga Club Financial – 2016 Expenditures

- Biggest – Staff costs
- Hired an extra person in finance area.



e) Panaga Club Operating Cost – BSP HRF

BSP continued to be a major financial benefactor and covered 43% of total club operating costs (direct payment for electricity). In light of BSP funding constraints and a steady decline in our member base at the club, for 2016 we pursued minimal run and maintain expenditure and selective investment only. The combination of funding and revenue pressures meant that we needed to closely examine both cash inflows and outflows to maintain the club's financial strength for the future.



Cost Centre	2016 Actual	2016 Plan	Δ 2016 Actual vs Plan	2017 Plan
BSP PC -Maintenance	262,597	199,413	▲ 63,184	
BSP PC -Swimming Pool Maintenance	14,810	18,000	▼ 3,191	212,977
BSP PC/KBBC Other Cost	9,558	11,000	▼ 1,442	
BSP PC -Electricity (Allocation)	239,342	239,342	▼ -	186,924
BSP KBBC- Maintenance	25,763	44,000	▼ 69,763	30,000
BSP KBBC- Electricity (Allocation)	20,866	20,866	▼ -	18,366
BSP Golf Course Mntce Cost	493,685	344,800	▲ 148,885	570,337
Total	1,015,094	877,420	137,674	1,018,603

f) 2017 Focus Area (Finance)

EXPENSES	REVENUES	CONTROLS	SUSTAINABILITY
<ul style="list-style-type: none"> ➤ More Competitive Contracting & Purchasing • A person with core task to spend money wisely) 	<ul style="list-style-type: none"> ➤ More BSP use of facilities/rental income • getting more BSP activity in Club 	<ul style="list-style-type: none"> ➤ Scorecards 	<ul style="list-style-type: none"> ➤ Lower Opex; shift in approach to spend
<ul style="list-style-type: none"> ➤ Cost Rationalization • To seek outside Brunei for more competitive price such as replacement of gratings around pools • To send signal to local Suppliers 	<ul style="list-style-type: none"> ➤ Membership levels in expat community • try to understand on the reason they are not eligible and fee • 	<ul style="list-style-type: none"> ➤ COI Training 	<ul style="list-style-type: none"> ➤ Insourcing vs Outsourcing
	<ul style="list-style-type: none"> ➤ Outreach to selected groups (new members) 	<ul style="list-style-type: none"> ➤ POS Processes 	<ul style="list-style-type: none"> ➤ Administrative process: Streamline & efficiency.
	<ul style="list-style-type: none"> ➤ Cash management • Accumulated Fund \$965k • Sections Funds \$908k 	<ul style="list-style-type: none"> ➤ Audit Action Follow up 	<ul style="list-style-type: none"> ➤ Club vibrancy: Events; Membership types
	<ul style="list-style-type: none"> ➤ Membership fee adjustment/increase • Effective 1 May 2017 • EVP to BSJV employees • Aim to stabilize funding • if the Club can cut costs, membership fees can go down again 	<ul style="list-style-type: none"> ➤ Banking facilities switch from HSBC to BIBD 	

A few key activities that were undertaken were the review and revision of our pool maintenance processes which is expected to save us about \$20k per year, and the refurbishment of the Beach Shelter. Some activities were deferred to 2017 including refurbishment of one tennis court, replacement of the Jungle House playground, and replacement of gratings around the pools.

2017 is expected to be a challenging year in financial terms and a variety of measures are being taken to mitigate these challenges. The member fees have been raised slightly, contracting and procurement activities are being more rigorously scrutinized and continued review internally on where we can reduce costs are all contributing to reducing our cost base. In making investment decisions we Club are also planning to put increased emphasis on ensuring that they represent good long-term value. A full-time Contracting & Procurement staff member has been hired to help manage these processes.

g) Club Refurbishment

- 1) The facilities are old and falling apart resulting in high maintenance costs.
- 2) Initiate a process to have a professional help to look at the club and trying to find solution what the facilities can be offered. 1st phase is very important to identify what we need to do, what do we want the club to look like and taking up ownership.
 - Modernizing
 - Showcase
 - More environmental
 - More flexible usage & functionality
 - Property along the beach

- 3) Timing:
 - Dialogue with the Architects
 - Chosen one
 - Engagement on design/drawing proposal
 - Engagement with Sections and needs of the members
 - Budget – Engagement with MD as Sponsor
 - Engagement with BSP
- 4) Any questions or ideas (to send to Club President, Club Treasurer or Club Operations Manager) – Members and sections are very important roles as they use the facilities. Active usage of the facilities
 - Implementation plan
 - If we can still use the Club while doing the work
 - No need to rush as unable to change once started
- 5) Temporary measures
 - Main Hall floor – take out a bit functionality of the floor; to fix it first
 - Roofing issue – secondary roof leaking
 - Repairs – phases; how much money we want to spend
 - A lot of challenges – priority
 - Supports from PPA and maintenance plan

4) AMENDMENT TO CLUB CONSTITUTION – Approved.

5.2.b (4)(i) Company Retirees and Panaga Club Employee Retirees

- (c) For Panaga Club Employee – An Employee for five years before retirement otherwise to first pay as FULL MEMBER of the Panaga Club to fulfill the five years then as Panaga Club Retiree thereafter.

5) PROJECTS & IMPROVEMENTS UPDATE

a) Panaga Club – 2016 Projects / Improvements

A number of significant projects at Panaga Club commenced and continued in 2016, all aimed at improving and maintaining the facilities for the benefit of the members.

Item	Project Description	Section/ Facility/Area	Project/Work Scope	Action Party	Remarks
1	New Playground Equipment <ul style="list-style-type: none"> ➤ Castle ➤ Swing ➤ Rubber flooring 	Panaga Club playground	Installation of new play equipment complete with new rubber flooring <ul style="list-style-type: none"> ➤ Hot steel; not the best choice as not suitable for Brunei weather 	Head of Project	Completed in February 2016
2	Safety Fencing @ Hole 16 <ul style="list-style-type: none"> ➤ To avoid stray golf balls 	Golf Course	Construct a 10m high netting structure	Head of Project Golf CSR	Completed December 2016
3	Construction of new Golf Buggy Garage	Golf Driving Range	Construct New to store the current buggies	Head of Project	Completed in February 2017

- Jungle House playground equipment (corner part) – In the process of ordering the equipment for right kid's group age. Takes two months to arrive.

b) Panaga Club – 2016 Maintenance Work

Improved reporting and action on corrective maintenance and planning of preventive maintenance.

- 1) Dismantle and removal of Serikandi's kitchen walk-in freezer; not working
- 2) Refurbishment of Beach Shelter; unsafe state; Recently held KBBC Family Fun Day at Panaga Club beach and also using the Beach Shelter which looked good.
- 3) Refurbishment of Golf Course Maintenance Workshop washing bay using treated timber
- 4) Repair of main Clubhouse roof; badly leaking
- 5) Repair of Golf Female toilet near Poolside Cafeteria; after burnt
- 6) Repair of Lawn Bowl fences; badly rotten
- 7) Replacement of airconditioning units in Arts & Craft room, Library room, MPH Dance Hall, Pelangi room, Teratai Restaurant and Serikandi Bulkstore/main Club telephone system room in basement; not functioning.

c) KBBC – 2016 Maintenance Work

- 1) Conversion of ex-Catering Office into Prayer room
- 2) Remedial leaking and re-tiling work on Splash Pool
- 3) Repair of Chart room wooden floor
- 4) Repair/Replacement of balcony wooden fences, ground floor pillar, ceilings and main staircase steps.

5) HIGHLIGHTS FROM MCM MEMBERS ON ACTIVITIES

A. FOOD & BEVERAGES MEMBER – CHANDRASEKAR SUBRAMANIAM

General Updates:

- a) A new contract is in place with the existing caterer Serikandi offering a better revenue for the Club
- b) Several improvements have been identified within the kitchen area of Serikandi to serve the members better
- c) New menus have been introduced by Serikandi over the year including new Indian breakfast options.
- d) Café Mauri introduced new menus and different portion options which was welcomed by the members.
- e) Café Mauri offers a wide selection of menu to choose from and serves authentic Italian cuisine.
- f) The service quality of the two caterers has been good based on the feedback from the members.
- g) A new catering contract has also been put in place in KBBC.
- h) Continuous improvements in the caterers' area based on routine maintenance and feedback from the members over the year.

We take this opportunity to thank all those who helped us in the smooth running of the F&B Section and as always the best ideas and requirements come from the users of the facilities which in this case is you all the members.

We welcome any suggestions or improvements you may want to see in this section which can be considered and implemented as appropriate.

From the floor:

- a) Signing of printout receipt
 - This process is to verify that the members get what they pay for
 - The controls in this area are strengthened
 - The process is more efficient and transparent
 - The Finance staff will be controlling the process via a verification that all invoices claimed from the restaurants to the club have signed member receipts.
- b) Practice on Section chit
 - Authorized Section Committee members
 - Administration to provide a list of Section Committee members to Club Caterers.

B. DIVISION HEAD AND ITS CONSTITUTED SECTIONS

1) CULTURE DIVISION - CAROLYN BRIEN

- Arts & Crafts Section
 - Library Section
 - Panaga Natural History Society (P.N.H.S.)
 - Panaga Photographic Society (P.P.S.)
- a) **Arts & Crafts Section: Kim Fudge**
- Extended opening hours
 - Children's activities
 - Workshops
 - Decrease in membership number but still going strong
- b) **Library Section: Gayle Larke (2016) / Becca Bethall**
- Membership 271 families
 - Magazines added to the collection (men's & women's interest)
 - Gallery in the entrance (photography)
 - Children's activities and competitions
 - Stock take
 - DOE (volunteer from JIS), scouts and rainbows
 - Insurance
 - Volunteers
 - Storeroom improvements
 - New shelving
- c) **Panaga Natural History Society (PNHS): Steve Brown**
- Website
 - Camera Traps
 - Census
 - Presentations – Guest Speakers
 - Field Trips
 - F/B Page
 - Fantastic website
- d) **Panaga Photography Society (PPS): Tina Graham**
- 36 Members
 - Discussion group focusing on techniques, editing and peer review; camera, software
 - Field trips: Tasek Merimbun / Teraja Waterfall
 - Photography display in the library
 - Holds meeting in Arts & Crafts Room

2) GOLF CAPTAIN - HAJI ROSLIE HAJI BAKAR

- Men's Golf
 - Lady's Golf
 - Driving Range
 - Golf Shop
- a) **PGC Committee Member 2016-2017**

Thanks the outgoing PGC Committee Members and PGC staffs for their valued support, contribution and dedication, thanks to all members for their continuous supports throughout the year.

b) **Section Highlights**

1) **HSSE**

- a) All golfers to be extra careful walking along the golf course pond due to several times sighting of crocodile (last seen two days ago)
- b) To observe Club HSE rules and regulation especially on lightning warning
- c) Smoking is prohibited inside the Club premises
- d) Public entering the golf course for fishing (at night)
- e) Make sure to intervene them as early as possible as we don't want to have any injury incidents.

- 2) Projects for Year 2016
 - a) Buggy Garage
 - The building of storage shed for the PGC Buggies has been completed.
 - b) New Compressor
 - A new compressor has been installed and the carts washing area has been upgraded.
 - c) Golf Building
 - Repainting.
 - d) New Operator for Golf Shop (**expired August 2016**) - tendered out with only two bidders
 - Extended 3 years to the same vendor (S M Tan) to run the Golf Shop and manage the Driving Range
 - e) Safety Fencing at Hole No. 9
 - Extension of 'Bakaert' fence.
 - f) New Safety Fencing next to green No. 16
 - Due to safety reasons, golfer almost been hit by shank golf balls (less stray golf balls to car park)
 - g) Existing Security Hut (entrance of PGC)
 - It was changed to a Starter Hut and installed with new internet connection and air-conditioned; for registration
 - h) Recruitment of additional Starter (**September 2016**)
 - The new Starter to work on shift to provide coverage from 6 am to 6 pm daily
- 3) Calendar Event – Highlights on Tournament
 - Year End & Vice-Captain Farewell Golf
 - Club Championship
 - Inter-Club Friendly Panaga Golf Club vs Labuan Golf Club (**Away**)
 - Senior Golf
 - Inter-Club Challenge Panaga Golf Club vs Miri Golf Club (**Home**)
 - HM Birthday Celebration Golf (**Mixed**)
 - Hari Raya Golf (**Mixed**)
 - Welcoming New Committee (**Mixed**)
 - Captain's Trophy / AGM (**Mixed**)
 - 50th Panaga Amateur Open Golf Championship
 - Chinese New Year Golf (**Mixed**)
 - New Year Golf (**Mixed**)
 - Monthly Medal.

3) HEALTH AND FITNESS MEMBER – KERI VAND DEN HEUVEL (NEW)

- Art of Living (AOL) Section (new – Yoga)
- Badminton Section
- Basketball Section
- Fitness Centre (Gym) Section
- Netball Section
- Tri Fit Section
- Yoga Section

4) KBBC COMMODORE – ANNA COYAJEE-VAN RIETSCHOTEN

- Dinghy Sailing Section
- Kayak / SUP Section
- Powerboat & Fishing Section
- Rowing Section
- Sub Aqua (Diving) Section
- Windsurfing Section
- Yachting Section

a) Highlights:

- Full Year SNS @ KBBC (started Nov 1 2015).
- Upgrade restaurant, Chartroom/meeting room, menu & service!
- Well appreciated. Invite sections / members to use it more!

We had our first full year with the new Caterer at KB Boat Club. They successfully hosted kids' parties, (section) events, some meetings and general recreational activities besides breakfast, lunch & dinner service. The Caterer would benefit from more regular customers and we are always trying to accomplish that. General feedback is positive.

b) KBBC Team 2016

A big part of the team. Sad to say goodbye.

Goodbye to key people: Mark van de Velden and Nicole van de Vugt and recruited new people. Welcome on board!

The following people stepped down in 2016:

Mark van de Velden (Vice-Commodore and Chair Powerboat & Fishing Section), Tom Savels (Treasurer, earlier 2017), Nicole van Vugt (Secretary and Hobie Chair), Jeroen Webers (Hobie Treasurer), Jeroen Blansjaar (Hobie Training), Hans Reichwein (Yachting) and Stine Rees (Kayak).

We would like to personally thank all the past Committee Members for giving their time so freely.

c) Boatmen

During 2016, our two boatmen continued to provide full time coverage at KBBC and Panaga Club at weekends with off days on Monday and Tuesday. The Hobie Section, Powerboat Section, Fishing Section and Dive Section saw a continued activity level in the weekends. The boatmen split the tasks and managed time to accommodate each of the Section's requirements. However, with the increased workload, some events had to be cancelled as the boatmen can only be at one place at the time. In November we said goodbye to Pg Aminnor, our second boatmen. He is off to France to support his wife and family. We did receive several applications for the vacant position and we were happy to hire Zailan as of January 1 (interviewed together with Nisa and Zelani of 30 years service and a good Supervisor). Great to have a second boatman on board as well with technical as well as social skills.

d) General management running KBBC:

- 2015-2017 The long-standing need to rejuvenate the waterfront and jetty still standing. Status quo monitor & keeping safe. New investigation early 2017...
- Collaboration Outpost – KBBC Newcomers boat trips maintained
- New committee members 2016, high turnover
- New second Boatmen Zailan Bin Zaini
- Thanks to all active Panaga club & KBBC members, MCM members to help to solve issue.

Sections:

Hobie : Hobies still full in use

Yachting : Repairs 2016, fit to go early 2017; with eager skippers Garrison (difficult to find expertise)

Kayaks : Extensive usage of Kayak & SUP & Body boards, run down equipment, fix in 2017

Optimists : Some kids sailing activity in dingies at sea

Windsurf : Low activity due to monsoon conditions & more kite surfing

e) Power Boat/Fishing: (biggest Section)

- Powerboat courses continue to be successful; put out flyer

The boatmen continued to conduct half-day power boat training courses till summer and acted as skipper for many powerboat outings and fishing trips. The courses had to be postponed from September as well as the members-driven boat outings, see information under HSE.

Powerboat charters and offshore fishing trips continued its popularity with the boatmen working day and night to accommodate other KBBC sections (hobie etc).

- HSSE: Small boat hit a log, no personal injuries. Fountain incident & Investigation; One item pending (conflicting rules in Brunei law commercial shipping versus private)

In June 2016, we experienced an incident with a small powerboat hitting a log with a damaged engine as a result. As this incident was logged in the BSP fountain system, we became part of an incident investigation lead by BSP SMR department. We were asked to stop our boating operations by members only. The boatmen still run fishing and powerboat activities but our powerboat bookings decreased as a result of the loss of this activity. We are open to implement useful suggestions and have made improvements accordingly. Unfortunately currently the issue with a Class 9 licence is still running, as there seems to be conflicting information. We are supported by BSP legal department and it hopeful will be settled soon.

- f) **Sub Aqua (Diving)**
 - Full good season till July –23 trips, 250 safe dives, new reefs discovered. Still ongoing.
 - Naga Laut engine problems; Still diving (Miri, Piasau)
 - 24 new divers
 - Training, trips & activities are set & run well.

g) **Future Projects 2016/2017:**

- Catering & premises hire (monitor progress & usage KBBC); great venue for event
- Jetty rejuvenation (not operation at the moment), maintenance & improving KBBC locations
- Capex (BSP/Panaga assets, depreciation); boats
- Maintenance of boats (yacht & powerboats specifically)
- Continue to run activities @ KBBC at boat club and beach

This includes: Open day's, Outpost, Coffee mornings, Family days, BSJV events & activities. Marketing & Events tools that are improving since 2013 like website, FB, notice boards, local radio, email & partnerships to have fun with people like YOU!

Big "Thank You" to all KBBC Volunteers 2016. To keep it running in 2017 and beyond!

5) **PERFORMING ARTS MEMBER – ROB HARRIS**

- **Jam Factory Section**
- **Music Society of Panaga (M.S.P.)**
- **Panaga Dance Centre (P.D.C.)**
- **Social Dance Section**
- **The Amateur Dramatics Society (T.A.D.S.)**

The Sections continue to be active and organize events and lessons for our members.

We have a very active training program within Dance and Music which continues to be enjoyed and supported by our membership

a) **TADS**

- Highlight of the year was the performance of Cinderella (a success). Over 50 people involved to deliver this high quality production; run by volunteers.
- Wardrobe (in Kenyalang Kafe) provides an invaluable service providing costumes to hire for community events. Sections generate revenues including hiring of Professionals for music and dance lessons especially children
- Lighting Computer power supply (UPS) replacement.

b) **Dance**

- Current there are 134 Ballet students and 109 Hip Hop students (relatively new Pro) being trained by the section
- Upgrades to the Tri Fit / Dance room to include additional mirrors and bars
- End of year show for students to show parents their progress
- New toddlers classes called 'tippy toes' introduced
- RAD (Royal Academy of Dance) exams held

c) **Music**

- 203 students were having music lessons (Piano, Drum, guitar, Voice) over the last year
- Exams held for Associate board of Royal Schools of Music, Trinity college London, and Rock School UK
- Musical recitals held for all students in May and June 2016
- The section has hosted a number recitals , a winter wonderland choral event and sounds of the holidays concert
- Looking ahead, PMS have a desire to renovate their music room areas and also to replace and/or repair the Piano's the section currently own

d) **The Jam Factory**

- A good facility at the front of Club (basement) for band jamming/practice.

e) **Social Dance**

- A small section doing ballroom dancing.

6) SOCIAL MEMBER – CHRISTINA SAMUEL

- American Club
- Bridge Section
- Brunei Brits Club (B.B.C.)
- Community Event Section
- Dutch Community Section
- Friends United Network (F.U.N.) Section
- German of Panaga Society (G.P.S.)
- Indian Community Section
- Indonesian Community Section
- Jungle Tots Section
- Kiwi Club
- Latino Community Section
- Nigerian Community Section
- Scottish Community Section
- 1st PanagaCubScouts Section
- Santa's Grottos Section
- Youth Club Section

a) **Omani Community Section**

- In October 2016, the Section decided to officially due to their small numbers, and they were holding most of our meeting and gathering in outside vicinity of the club.

b) **Highlights 2016/2017**

- Panaga has been highly active socially with many major cross community social/sport event
 - Dutch Night and Kinderfeest (Dutch Committee)
 - Burns' Night (KB Scottish Community)
 - Chili Cook off (American Club)
 - Bridge Social Evenings
 - Brunei Brits Festival @49 (Brunei Brits)
 - Waitangi Day (Kiwi Club)
 - Nigerian Independence Anniversary Celebration (Nigerian Community)
 - Bollywood Night, Beach Clean Up & Holi party (Indian Community)
 - Halloween Party Kids and Adults (American Club)
 - Comedy Nights @ KBBC (Panaga Community Events)
 - BBC Great Race (Brunei Brits)
 - Walkathon (Dutch Committee)
 - Jungle Tots Kids Parties: Summer, Christmas and Easter Party
 - Santa visit @49 (Santa's Grotto)
 - Youth Club evenings (Youth Club)
 - Progressive Dinner (Brunei Brits)
- Sections to come up with events for community at large to participate
- Way to make the club a more vibrant place
- Club Staff has sought Social Member's advice to organize Club events

c) **Quarterly Social Sections Meeting ongoing**

- Promote inter club activity and communication
- Coordinate the Social Calendar
- Minimize clashes in social events
- Maximize cross culture and section participation

d) **Upcoming Events**

- Dutch Night & Kinderfeest in April (Dutch Community)
- Panaga Nations Cup '17 in May (Community Events) – 20/5/2017
- Nearly New Sale in May (Jungle Tots)
- End of School Party @ Beach BBQ in July (Indian Section)
- Oktoberfest (German)
- Few enthusiastic volunteer therefore a challenge in find volunteers
- Same person doing events therefore a lot of pressure
- Events have to cancel due to insufficient volunteer
- Social Member in liaison with BSRC to events for BSRC & Panaga Club.

7) SPORTS MEMBER – RAMANA RAO

- Athletics (PANAS) Section
- Cricket Section
- Cycling Section
- Dutch Football Sub Section
- Fun Football Sub Section
- Football Academy Section
- Football Tots Sub Section
- Hockey Section
- Lawn Bowls Section
- Rugby Section
- Stingrays Swim Section
- Tennis Section

SECTIONS & REGISTERED MEMBERS, where applicable

- Athletics (PANAS) Section – run on beach
- Cricket Section (5) – few weekends on Sunday
- Cycling Section
- Dutch Football Sub Section
- Fun Football Sub Section
- Football Academy Section (78); for children
- Football Tots Sub Section (38); for children
- Hockey Section (Adult -12 / Junior - 17)
- Lawn Bowls Section (2) – Held tournaments
- Rugby Section (96) – The Padang is active on Friday with children. Huge coordination, thanks to the coaches and volunteers
- Stingrays Swim Section (Group Lessons – 243)
 - A temporary Swim Coach – 3 months trial
- Tennis Section: (Single – 76 / Double -60 / Family – 96 / Group Lessons – 164)
 - Tournaments also played outside country
 - Hosted inter club days with clubs from Brunei and Miri
 - Extra Coach Nic – help to reduce waitlist
 - Quite impressive.

6) MEMBERS WRITTEN SUBMISSION

None received.

7) ANY OTHER BUSINESS (FROM THE FLOOR)

- a) Re-establishment of alcohol in the club to increase revenue
Club President responded:
- Lots of legacy. Requires to bring back to Club Management with careful discussion
 - Though a proposal but it is a Brunei Government Law
 - Panaga Club belongs to the BSP who is the owner of the Club
 - Will give feedback in different stage
- b) Membership Structure Review
BSP Club Treasurer responded:
- Few sessions held; discussed but no decision made
 - Perspective; not supported to move forward
 - To see if worth it to do in different format
 - A lot of ideas
 - To do survey; from the whole memberships
- c) Expenditure – Staff costs higher in 2016 compared to 2015
- 2015 increments and performance bonuses were paid out in 2016 resulting in shortfall in 2016.

The President adjourned the AGM and thanked everyone for their attendance and participation.

The meeting concluded at 9.15pm.

For the Management Committee



NOR YAP
Acting Club Operations Manager

c.c.: MD TD HD FD AD HRF
Head of Administration
Head of Finance
Head of Golf Administration
Contracts/Procurement Coordinator
Head of Project/Housekeeping Supervisor/HSE Focal Point
Head of Maintenance
Head of Pool
KBBC Senior Boatman