

**MINUTES OF PANAGA CLUB 73<sup>rd</sup> ANNUAL GENERAL MEETING (AGM)**  
**HELD ON WEDNESDAY, 24 APRIL 2018, 7.30PM IN THE MAIN HALL**

Present:

|            |   |                                |
|------------|---|--------------------------------|
| MC Members | Bjorn W Melaa                           | - Club President (Chairperson) |
|            | Ramon van Dijk                          | - Club Treasurer               |
|            | Carien Maclaime Pont                    | - Club Treasurer               |
|            | Haji Tajul Rizal bin Haji Zainal Abidin | - Head of Clubs                |
|            | Nisa Halim                              | - Operations Manager           |
|            | Steve Brown                             | - Culture Member               |
|            | Keri van den Heuvel                     | - Health & Fitness Member      |
|            | Sybrand IJkema                          | - KBBC Commodore               |
|            | Rob Harris                              | - Performing Arts Member       |
|            | Christina Sugila                        | - Social Member                |
|            | Ramana Rao                              | - Sports Member                |

|                                     |                       |                                 |
|-------------------------------------|-----------------------|---------------------------------|
| General / Section Committee Member: | Jeremy Ptak           | - Member                        |
|                                     | Nicoline Alma         | - Member                        |
|                                     | Simon Perry           | - Member                        |
|                                     | Andy McKay            | - Member                        |
|                                     | Lin Liang             | - Member                        |
|                                     | Jin Zhou              | - Member                        |
|                                     | Das Kaushik           | - Member                        |
|                                     | Nor Yap               | - Club Staff (Admin)            |
|                                     | Safrin Kamis          | - Club Staff (Maintenance)      |
|                                     | Geoffrey Sim          | - Club Staff (HSSE Focal Point) |
|                                     | Irene Soon            | - Club Staff (Accounts)         |
|                                     | Hajah Jainah Hj Majid | - Club Staff (Admin)            |
|                                     | Shaeyna Khan          | - Club Staff (CPC)              |

|           |                   |                |
|-----------|-------------------|----------------|
| Apologies | Haji Roslie Bakar | - Golf Captain |
|-----------|-------------------|----------------|

Agenda:

1. Hsse highlights
2. Approve minutes of 72<sup>nd</sup> club AGM held on 19<sup>th</sup> April 2017
3. Approve amendment to Club Constitution
4. Projects & improvement updates
5. Highlights from MCM members on activities
6. Members written submissions – none received
7. Announcement of members of the 2018/2019 management committee members (MCM)
8. Any other business (from the floor)

The Club President commenced the 73<sup>rd</sup> 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 Club's HSSE Focal Point, Geoffrey Sim, to indicate the main exit points and assembly points.

1) HSSE HIGHLIGHTS

- a) HSSE Reported Incidents in 2017
  - i. Missing Bicycle – 3
  - ii. Sports Injury/Heat Stroke – 3 adults, 0 kids
  - iii. Misunderstanding – 3
  - iv. Slip & fall – 2
  - v. Non-compliance – 1
  - vi. Near Missed – 3
  - vii. Stray Golf balls – 1
  - viii. Trespassing Golf Course – 4 Damage Asset – 1
  - ix. Stolen Safety netting - 1

b) 2017 Club Staff PAKAT Submission

| DESCRIPTION                            | Quantity |
|--|----------|
| Total Club Staff PAKATs Submission     | 411      |
| Total Non Club Staff PAKATs Submission | 0        |
| Total                                  | 411      |
| Positive PAKATs                        | 29       |
| Closed PAKATs                          | 376      |
| Ongoing PAKATs                         | 6        |

2) MINUTES OF 71<sup>st</sup> ANNUAL GENERAL MEETING HELD ON 19<sup>th</sup> APRIL 2017

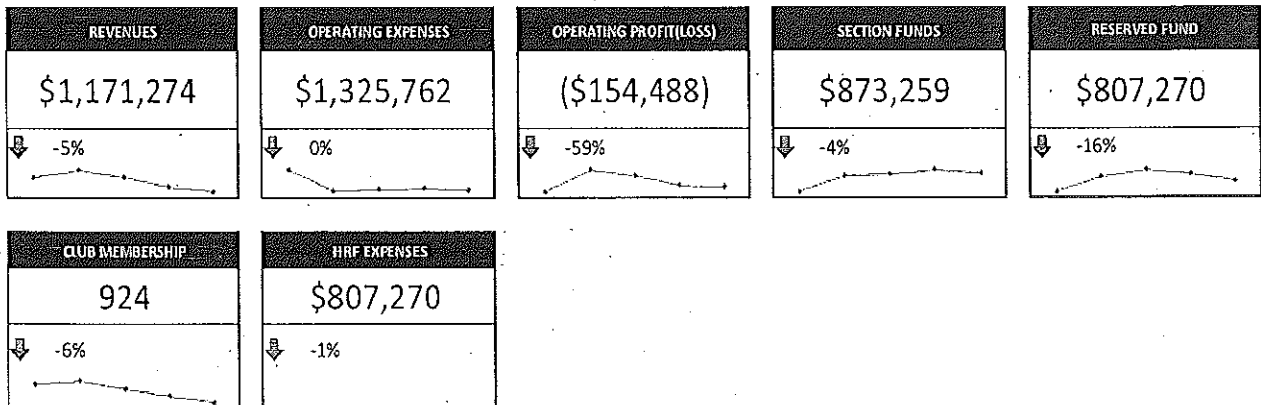
The minutes were accepted and received without amendment.

3) 2017 ANNUAL REPORT AND ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2017 (SEE ATTACHMENTS)

The Club Treasurer, Carien Maclaine Pont, presented slides on the Club's financial support and expenditure. The attached slides provide the detailed information as summarized below:

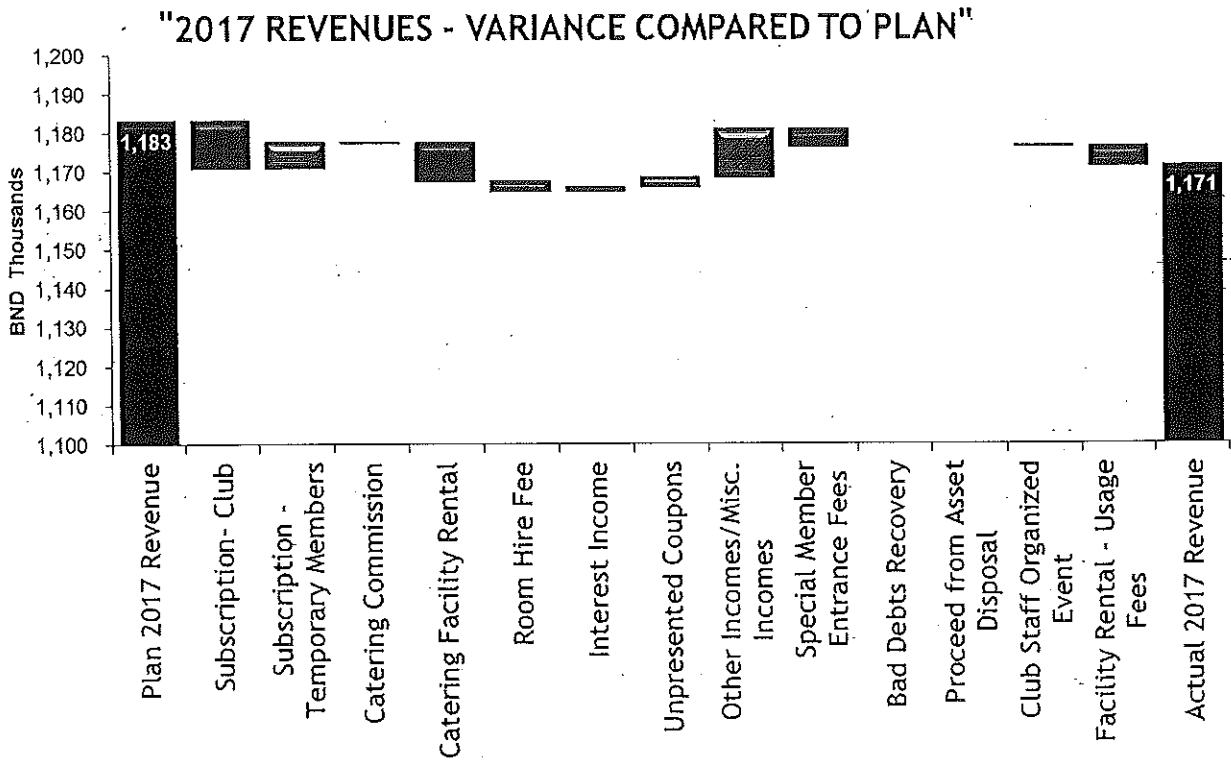
a) Financial Highlights

KEY METRICS, 5-year Trends and % Change vs prior year

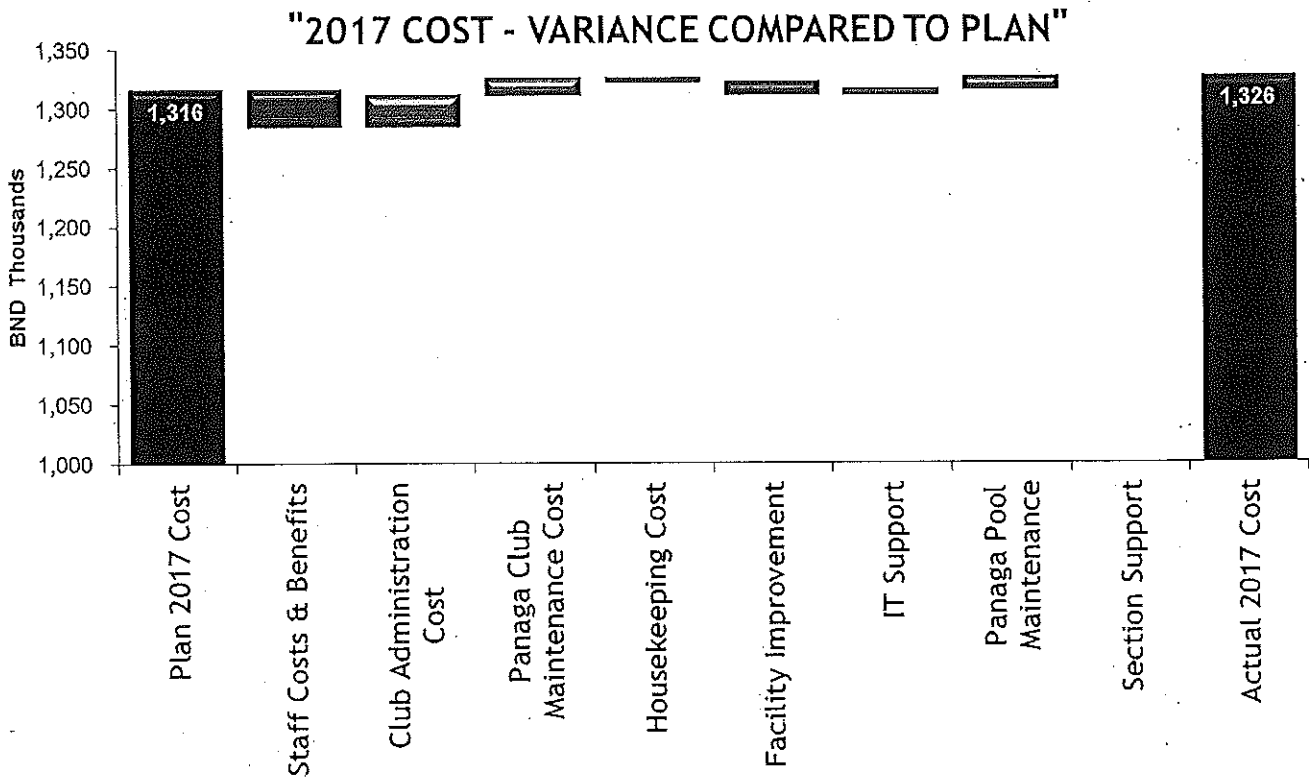


| METRIC                 | ACTUAL (2017) | BUDGET (2017) | % CHANGE |
|------------------------|---------------|---------------|----------|
| REVENUES               | \$1,171,274   | \$1,183,000   | ↓ -1%    |
| OPERATING EXPENSES     | \$1,325,762   | \$1,316,000   | ↓ -1%    |
| OPERATING PROFIT(LOSS) | -\$154,488    | -\$133,000    | ↓ -16%   |

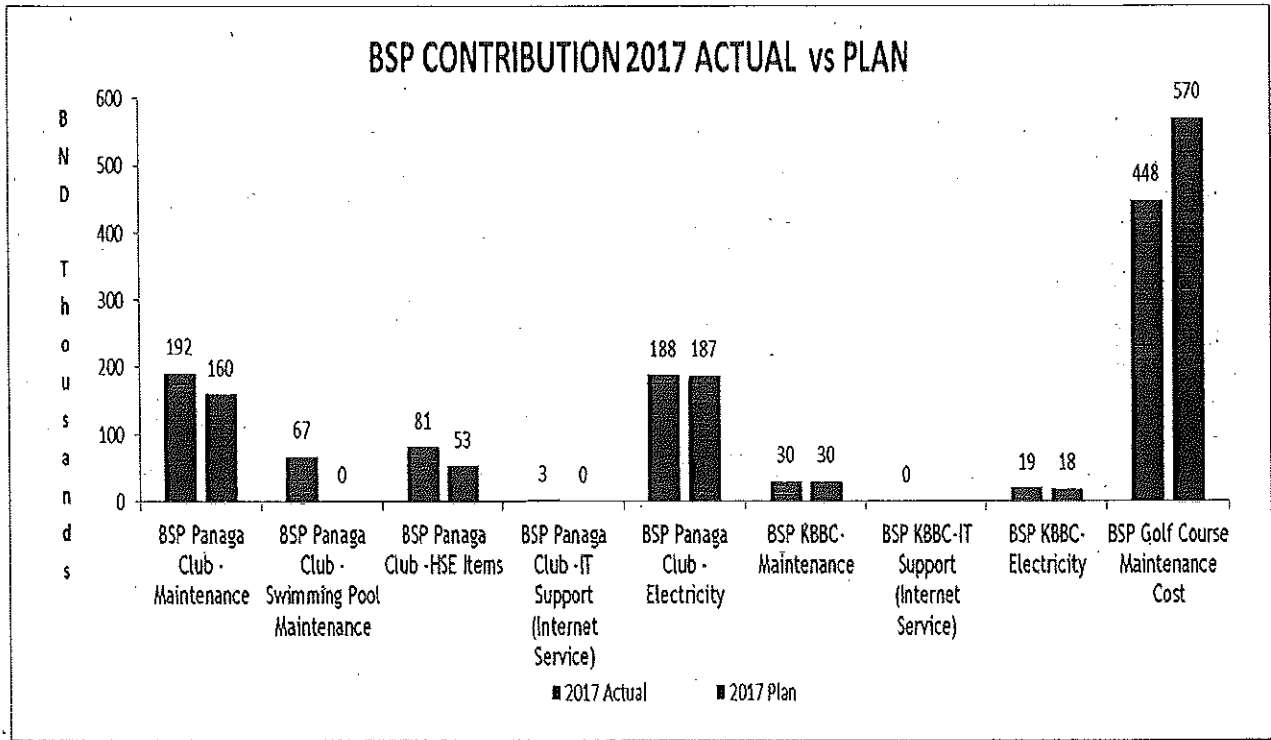
b) 2017 Revenues - Variance Compared to Plan



c) 2017 Cost - Variance Compared to Plan



d) Panaga Club Operating Cost – BSP HRF



| HRF COST CENTRE                                | 2017 Actual      | 2017 Plan        | Δ 2017 Actual vs Plan | 2018 Plan      | Remark  |
|--|------------------|------------------|-----------------------|----------------|---|
| BSP Panaga Club -Maintenance                   | 191,509          | 160,000          | ▲ 31,509              | 201,400        | Ad-hoc works to Lawn Bowl Fence & Beach Shelter Flooring              |
| BSP Panaga Club -Swimming Pool Maintenance     | 67,141           | 0                | ▲ 67,141              | 0              | Backwashing system and valve mitigation works                         |
| BSP Panaga Club -HSE Items                     | 81,486           | 52,977           | ▲ 28,508              | 85,509         | New cost charging method introduced in the year for logistics         |
| BSP Panaga Club -IT Support (Internet Service) | 2,572            | 0                | ▲ 2,572               | 0              | Q1 Internet Charges eventually PC took further charges for the year   |
| BSP Panaga Club -Electricity                   | 188,093          | 186,924          | ▲ 1,169               | 188,093        |   |
| BSP KBBC- Maintenance                          | 30,313           | 30,000           | ▲ 313                 | 55,000         |   |
| BSP KBBC-IT Support (Internet Service)         | 303              |                  | ▲ 303                 | 0              | No allocated provision  |
| BSP KBBC- Electricity                          | 19,187           | 18,386           | ▲ 801                 | 19,187         |   |
| BSP Golf Course Maintenance Cost               | 447,554          | 570,337          | ▼ -122,783            | 428,980        | Contract cost for 2 months not accrued resulting in lower actual cost |
| <b>Total</b>                                   | <b>1,028,158</b> | <b>1,018,624</b> | <b>▲ -9,534</b>       | <b>978,169</b> |   |

e) 2018 Finance Focus Area

| EXPENSES  | REVENUES   | CONTROLS                     | SUSTAINABILITY  |
|---|--|------------------------------|---|
| ➤ Continued Enhanced Competitive Contracting & Purchasing | ➤ Facility Rental & Catering Revenues                        | ➤ Updated Section Governance | ➤ Project Hijau: structural enhancement of physical facilities of the Club                      |
| ➤ Continued Cost Rationalization                          | ➤ Revenues from new activities and events hosted by the Club | ➤ Audit Action Follow up     | ➤ Club's and Sections' Administrative Processes: Streamline & Efficiency.                       |
|   | ➤ Outreach to selected groups (new members)                  |                              | ➤ Governance Model / BSP Funding: Enhance Club's Control and Ownership on Financial Performance |
|   | ➤ Membership levels in expat community                       |                              |   |

4) PROJECTS & IMPROVEMENTS UPDATE

a) Panaga Club – 2017 Projects and Improvements

| Item | Project Description             | Section/<br>Facility/<br>Area | Project/Work Scope  | Action Party                     | Remark                   |
|------|---------------------------------|-------------------------------|---|----------------------------------|--------------------------|
| 1    | New Playground Equipment        | Jungle House Playground       | Installation of new play equipment and new sets of swings | Head of Project                  | Started in May 2017      |
| 2    | Tennis Court Carpet Replacement | Tennis Court 5 & 6            | Remove existing carpet and replace with new               | Head of Project / Tennis Section | Started in December 2017 |

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

- i. Replacement of Panaga Club pool gratings.
- ii. Painting of external wall at MPH.
- iii. Main Hall timber flooring replacement.
- iv. Kitchen fresh air intake grill cleaning.
- v. Repair to the green polycarbonate roofing at golf balcony.

b) KBBC – 2017 Maintenance Works

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

- i. Splash pool wet deck retiling works.
- ii. Removal of unused pipes/casing to STL yard.
- iii. Major drainage cleaning with in KBBC compound.

## 5) HIGHLIGHTS FROM MCM MEMBERS ON ACTIVITIES

### DIVISION HEAD AND ITS CONSTITUTED SECTIONS

#### A. FOOD AND BEVERAGE MEMBER

There was nothing to present for the F&B as Mr Chandrasekar Subramaniam has stepped down from this Management Committee role to pursue another career path. On another note, Bjorn Melaa, the President, commended Chandra greatly as he was able to improve dialogue with the restaurants in terms of both needs from the caterers and also the Management/Members.

#### B. CULTURE DIVISION – STEVE BROWN

- **Arts & Crafts:** Jilleen Bilisland
  - Calligraphy classes
  - Children's activities-Spring & Christmas card making
  - Watercolour Workshops
- **Library:** Jozet van der Es
  - Children's story time on Saturday morning
  - New shelves arrived – this would be the latest batch sent as a replacement to the damaged ones that arrived upon order. Fortunately, the manufacturer was willing to send the replacements for the damages.
  - Garage sale of used books
  - New castle in built by local craftsman
  - Will sell PNHS Seashore life books after launch
- **Panaga Natural History Society:** Steve Brown
  - The chairperson role will be handed to new person soon
  - Reprinting of Seashore Life Series- Launch April 27<sup>th</sup>
  - Hornbill day
  - School presentations
  - Field Trips
- **Panaga Photography Society:** Tina Graham
  - Collaboration with BSP-CEA for hornbill photos
  - Discussion group focusing on techniques, editing and peer review
  - Photography display in the library
  - Tasek Merimbun
  - Teraja Waterfall

#### C. GOLF SECTION – HAJI ROSLIE HAJI BAKAR

- **Men's Golf**
- **Lady's Golf**
- **Driving Range**
- **Golf Shop**
- **HSSE**
  - All golfers are more vigilant walking along the golf course pond due to several times sighting of crocodile.
  - All golfer are more compliant in observing Club HSE rules and regulation especially on lightning warning.
  - It was reported many times that public has been entering the golf course for fishing – they were intervened as soon as possible as we don't want to have any unwanted incidents.
- **PROJECTS/ACITIVITES COMPLETED FOR YEAR 2017**
  - Construction of New Tee-Boxes at:
    - **Hole No. # 1**
    - **Hole No. # 13.**
  - Introduction trial of Golf Buggies:
    - Operator of Golf Shop brought in 8 buggies for rental to the PGC members under contract with PGC.

- **SECTION GOLF EVENT**
  - New Year Golf
  - Monthly Medal
  - Friendly Golf Game (PGC vs Garrison)
  - Chinese New Year Golf (Mixed)
  - Welcoming New Committee (Mixed)
  - Captain's Trophy / AGM (Mixed)
  - National Day Golf (Mixed)
  
- **ORGANISED GOLF**
  - BLNG Cryogenic Trophy
  - NIAC Open (Nigerian Section)
  - Hari Raya Golf / Year End Golf (Golf Staff)

**D. HEALTH AND FITNESS MEMBER – KERI VAN DEN HEUVEL**

- **Art of Living (A.O.L.) Section**
- **Badminton Section**
- **Basketball Section**
- **Fitness Centre (Gym) Section**
- **Netball Section**
- **Tri Fit Section**
- **Yoga Section**

Health and fitness 2017:

- AOL is the newest section under Health and Fitness
- Basketball fees have been increased
- There are less people interested in netball
- The key message sent to all sections under this division is that if you're not sustainable then you can't exist as a section.

**E. KBBC COMMODORE – SYBRAND IJKEMA**

- **KBBC purpose:**  
Be a pillar of the BSJV employee value proposition by offering attractive, safe and affordable watersports activities and functions from the Belait river and the Panaga beach locations.
  
- **KBBC value proposition:**  
Contribute to the attractiveness of (expatriate) employment of the BSJVs.  
Contribute to the diversified offering of activities and functions to Panaga Club members and their guests.
  
- **Board:**  
KBBC Commodore - Sybrand Ijkema  
Vice Commodore - Niels Dijkman  
Rear Commodore - Anna Coyajee  
Treasurer - Jeremy Ptak  
Secretary - Evelien Klunder
  
- **Sections:**  
Dinghy Sailing Section – Lieuwe Nas  
Kayak / SUP Section - Keith Krebs  
Powerboat & Fishing Section – Remco Roomer  
Sub Aqua (Diving) Section – Angela Hadfield  
Surfing Section – John Picaulij  
Yachting Section – Gijs Holstege
  
- **Boatmen:**  
Senior boatman - Zelani Hj Hassan  
Junior boatman - Zailan Bin Zaini

- Goodbye to Key People
  - Anna Coyajee-van Rietschoten (Commodore)
  - Heleen Dam-Koster (Secretary and House Member)
  - Spandana Chivukula (KBBC Social section and Powerboat course administration)
  - Paul Rennie (Yachting)
  - Rufuş Bakker (Windsurfing),
  - Malcolm Falkner (Windsurfing)
  - Spandana Chivucula (social section)
  
- KBBC 2017 Highlights
  - KBBC's yacht Makan Angin II is back into Bruneian waters again after a complete renovation
  - Yearly KBBC Family fun day at the beach
  - Several regattas in Panaga and Miri
  - Continued collaboration with Outpost (newcomers boat rides)
  - Parents-Kids sailing
  - Yoga-SUP activity
  - Caterer Serikandi started at KBBC restaurant in December 2017

➤ USER STATISTICS 2017

| Section  | Active users  | Bookings   | Courses  | 2018 outlook   |
|--|---|--|--|--|
| Yachting (from Muara)  | 11  | -  | -  | Yacht has been under repair in 2017. Works finalised, boat in the water-ready for trips, adjusted fee-structure to attract more members, skipper course Panaga (theory) and Muara (practice) have started                                      |
| Hobie & dinghy sailing (adults, kids)                          | 50 + open day >200 members + season wrap up event >50 members | 140 trips;<br>28 Hobie trips<br>107 Topaz trips<br>5 Laser trips         | Hobie sailing course<br>Parent & kids sailing              | Section drafted an ambitious plan for 2018; weekly hobie & dinghy trips, courses for adults and kids, sailing trip to Miri, participate in KBBC Fun Days   |
| Diving   | 187, 21 new members   | 36 trips, 405 dives  | 7 nitrox courses, dive leader course, sports diver course. | 10 other diving inquiries (not yet dived with us).   |
| Power boating (water skiing, wakeboarding, banana/donut rides) | 264 + >200 members during fun days at beach and river         | Open days  | -  | In 2018 section will pilot bringing powerboats to Panaga beach once/twice a month to do water skiing, wakeboarding, banana/donut rides for adults and (older) kids.  |
| Sea-fishing  |   | 14 trips   | -  | Introduced new trip offering to attract more members   |
| River cruises  |   | 52 trips   | -  | We are working hard with BSP Marine Services (SMR) and the Brunei Maritime Port Authority to reinstate Croc/Nemo self-drive in Q2 2018. Once approved, safety/driving course will be organised to allow members to take out these boats again. |
| Surfing (windsurfing, kite surfing, wave surfing)              | 15  | Most members use their own gear  | -  | Investigating possibilities to run kite surfing course from Panaga beach   |
| Kayaking, SUPing, bodyboarding                                 | 31  | SUP boards used daily, body boards mostly weekends, kayaks less frequent | -  | Yoga section would like to invest into 10-20 SUP boards to run yoga-SUP courses. Also looking into possibility of the Panaga Club being a wholesaler for Starboard SUPs  |
| Rowing   | -   | -  | -  | Decision December 2017: rowing on Belait river is discontinued as a result of increasing marine traffic and changing safety perception wrt animal threats  |

➤ FUTURE PLANS

- In 2017 KBBC was asked to conduct a survey on the attractiveness of the KBBC river location. Survey outcomes were used in an Opportunity Framing Workshop for KBBC as a whole in which various scenarios to safeguard KBBC's future were defined. Scenario outcomes are to be presented to the Panaga Club Management Committee and Ceri Powell in Q2 2018.
- KBBC closes 2017 with an incident-free year. However current state of maintenance of KBBC assets leaves room for improvement. The required works are included in the KBBC Opportunity Framing discussion with the asset owner.
- Discussions concerning self-driving boats Croc and Nemo are coming to a conclusion. A thorough analysis has been conducted and we're currently taking this forward with BSP Marine Services (SMR) and the Brunei Maritime Port Authority. The ambition is to reinstate Croc/Nemo self-drive in Q2 2018.



➤ KBBC in 2018 – ACTIVITIES AND COURSES

For 2018 the KBBC has drafted an attractive calendar of activities:

- KBBC Fun Day @ Panaga Beach: May 5th 2018
- Yachting trips from Muara
- Cruises on Belait river
- Various diving and deep-sea fishing trips
- Power boating from Panaga beach (banana/donut rides, wakeboarding, waterskiing)
- Hobie and dinghy sailing
- Kite-, wave- and windsurfing
- Kayaking, SUPing and body boarding)

Next to that KBBC is looking into offering a number and new and continued courses to the Panaga community:

- Yachting skipper courses
- Beginner diving courses in Muara and Miri
- Hobie sailing
- Parent kids sailing
- Kite-surfing course
- Boat driving on the Belait river course
- Yoga-SUP course)

F. PERFORMING ARTS MEMBER – ROB HARRIS

➤ Jam Factory Section

- This section provides a venue and audio rental equipment to the Panaga community.
- Due to staff moving on to new roles, we are eagerly looking for people to help run the Jam factory – please contact the Panaga Club Office if you are interested to help.

➤ Music Society of Panaga (M.S.P.)

- In excess of 200 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.
- Musical recitals held for all students.
- The section has hosted a number recitals, including one at JIS due to the main hall floor issues. The section members were also active participating in the Kota Kinabalu music festival (winning 4 gold, 1 silver and 3 bronze medals).

➤ Panaga Dance Centre (P.D.C.)

- Current there are over 100 Ballet students and 100 Hip Hop students being trained by the section.
- New toddlers classes called 'tippy toes' introduced. Now running three classes and it is so successful that there is a waiting list.
- RAD (Royal Academy of Dance) exams held.
- No large shows held due to black out restrictions, however open houses held to show parents what the students have learned.

➤ Social Dance Section

- Meet regularly on a Friday at the Pelangi room to practice different types of dancing – dependent on the organizers.
- More details from the Panaga Club office.

➤ The Amateur Dramatics Society (T.A.D.S.)

- Highlight of the year was the performance of Seussical. Over 60 people involved to deliver this high-quality production.
- TADS performed a dinner theatre based on the murder mystery film Clue!
- Wardrobe provides an invaluable service providing costumes to hire for community events.
- Lighting Computer power supply replacement (again).

- 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

G. SOCIAL MEMBER – CHRISTINA SAMUEL

Overview of Social Division Sections:

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

➤ Some Highlights 2017

- Panaga Nations Cup 2017
- Makers Market at 49 – involving local Panaga Community as well as the Bruneian community who sells their handcrafted pieces of work
- American Section Easter Egg Hunt

➤ 2018 New Section – Chinese Community

**Chairperson:** Bella Zhuang

**Secretary :** Lin Liang

**Treasurer :** Jin Zhang

**PROPOSED ACTIVITIES**

- Chinese Cuisine – Cooking lessons
- Chinese New Year celebration
- Dragon Boat festival
- Chinese children's book reading

H. SPORTS MEMBER – RAMANA RAO

➤ Sports sections under sports member:

- 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

➤ Lawn bowls membership seem to increase.

6) MEMBERS WRITTEN SUBMISSIONS – NONE.

7) ANY OTHER BUSINESS (FROM THE FLOOR)

i. Communicate Maintenance underlying issues back to the Club Members

The Maintenance team is commended for improving on their reporting by use of the Maintenance Newsletter. One member in the AGM asked for underlying issues to be communicated back to members so that they will know what is causing closures or some major maintenance works to be done.

Action: Head of Maintenance and Operations Manager.

ii. Merchandising and Panaga Club Festival

Panaga Club will be selling more merchandise in the future. The Club towels are quite popular, which makes the management team decide to add in more i.e. tumblers, recycle bags, umbrellas, etc. Some of these have already been negotiated with vendors and will be sold during the Panaga Club Festival on 7 and 8 July 2018.

iii. Project Hijau

Since the term "Hijau" means going green, Keri suggests that the Club start with smaller things like banning plastic straws from being used at the restaurants. Then it could be followed through with no plastic bottles, and installing Water Dispensers. This will then increase sales of the tumblers and encourage members to bring in their own water bottles.

Action: Operations Manager.

The President adjourned the AGM at 8.50pm and thanked everyone for their attendance and participation.

For the Management Committee



**NISA HALIM**  
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/HSSE Focal Point  
Head of Maintenance  
Head of Pool  
KBBC Senior Boatman

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