

MINUTES OF PANAGA CLUB 74th ANNUAL GENERAL MEETING (AGM)
HELD ON WEDNESDAY, 24 APRIL 2019, 7.00PM IN THE MAIN HALL

Present:

MC Members	:	David Hughes	- Club President (Chairperson)
		Ramon van Dijk	- Club Treasurer
		Haji Tajul Rizal bin Haji Zainal Abidin	- Head of Clubs
		Nisa Halim	- Club Manager
		Jozet van der Es	- Culture Member
		Graham Wotton	- Health & Fitness Member
		Rob Harris	- Performing Arts Member
		Wijnand Holtinga	- Social Member
		Arjun Marathe	- Sports Member
		Eva van der Poel	- Food & Beverage Member
		Triin Barrow	- Marketing Member

General / Section Committee Member:	:	Nor Yap	- Member Services Manager
		Geoffrey Sim	- Operations Manager
		Irene Soon	- Finance Manager
		Fraser Rowbotham	- Member
		Nicoline van den Berg-Alma	- Member
		Schalk Fourie	- Member
		Bart McGrath	- Member
		Franco Romagnolo	- Member
		Javaria Said	- Member
		Joanna Belle Fernandez	- Member
		Bas van der Es	- Member
		Sheldon Harrison	- Member

Apologies	:	Haji Roslie Bakar	- Golf Captain
		Sybrand Ijkema	- KBBC Commodore
		Safrin Kamis	- Maintenance Manager

Agenda:

1. Approve minutes of 73rd Club AGM held on 24th April 2018
2. Approve account for the financial year ending 31st December 2018
3. Approve amendments to the Club Constitution
4. HSSE highlights
5. Projects & Improvement updates
6. Highlights from MCM members on activities
7. Announcement of members of the 2019/2020 Management Committee Members (MCM)
8. Members written submissions – None Received
9. ANY OTHER BUSINESS:
 - Division & Section Committee Handbook – Key Elements
10. Any other business (from the floor)

The Club President commenced the 74th Club Annual General Meeting by welcoming everyone and thanking the members for their presence. Those in attendance introduced themselves to the room, starting with the Management Committee members, followed by others.

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.

Before proceeding, the President shared his aspiration to develop the Club, and taking initiative to develop improvements for Member value proposition. He continues by informing attendees that Management Committee members are continuously looking into opportunities for the Club; and asked everyone to consider the great history of the Club, the great contribution that Sections have made and to continuously think of how to improve.

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) MINUTES OF 73rd ANNUAL GENERAL MEETING HELD ON 24th APRIL 2018

The minutes were accepted and received without amendment.

2) 2018 ANNUAL REPORT AND ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2018 (SEE ATTACHMENTS)

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

a) 2018 Financial Results

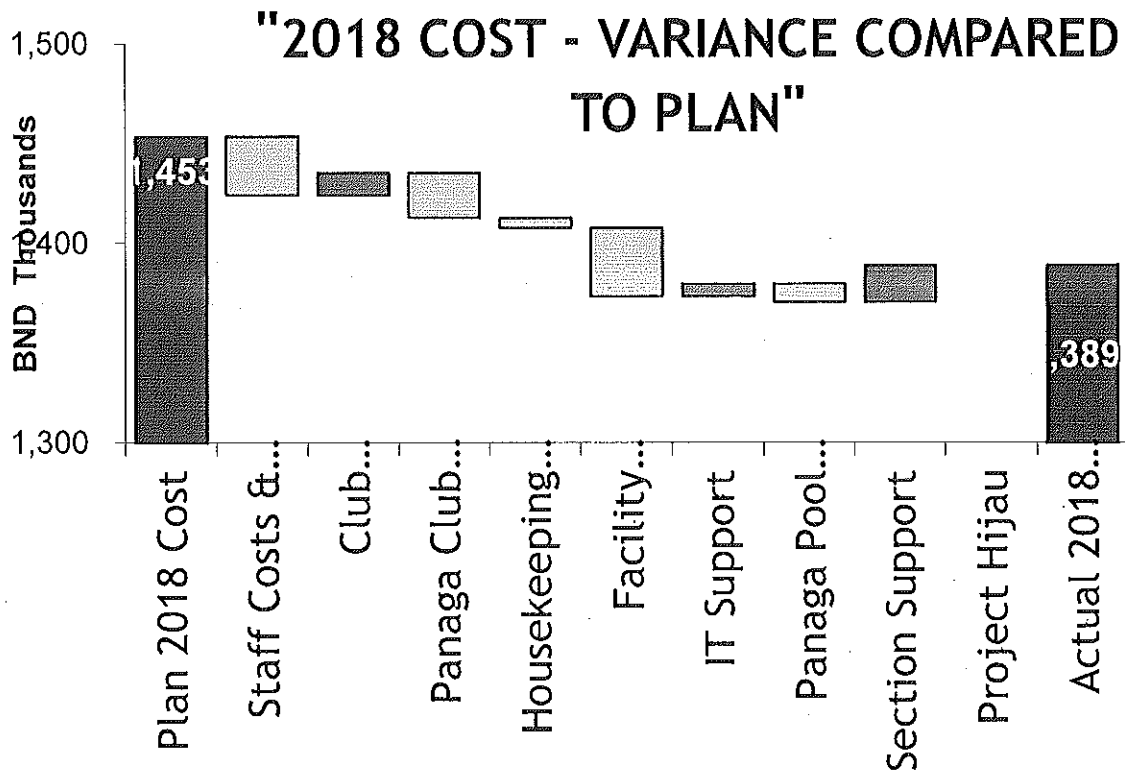
	REVENUES	OPERATING EXPENSES	OPERATING PROFIT (LOSS)	SECTION FUNDS	RESERVED FUND	MEMBERSHIP
2017 Actual	\$1,171,274	\$1,325,762	-\$154,488	\$834,753	\$809,209	924
2018 Actual	\$1,070,580	\$1,388,955	-\$318,375	\$1,020,307	\$490,834	808
2018 vs 2017				22%	-39%	-13%
2018 Plan	\$1,162,666	\$1,453,235	-\$290,569			
2018 Actual	\$1,070,580	\$1,388,955	-\$318,375	\$1,020,307	\$490,834	808
2018 Actual (excl Hijau)	\$1,070,580	\$1,208,859	-\$138,279			
2018 Actual vs Plan	-8%	-4%	10%			
2019 Plan	\$1,052,224	\$1,783,193	-\$730,969			
2019 Plan (excl Hijau)	\$1,052,224	\$1,439,645	-\$387,421			

* 2019 Plan does not include expected changes to Membership format, Beach Shelter restaurant rent/revenue

*2019 Plan assumes \$230k in project expenditure; some may be for BSP account

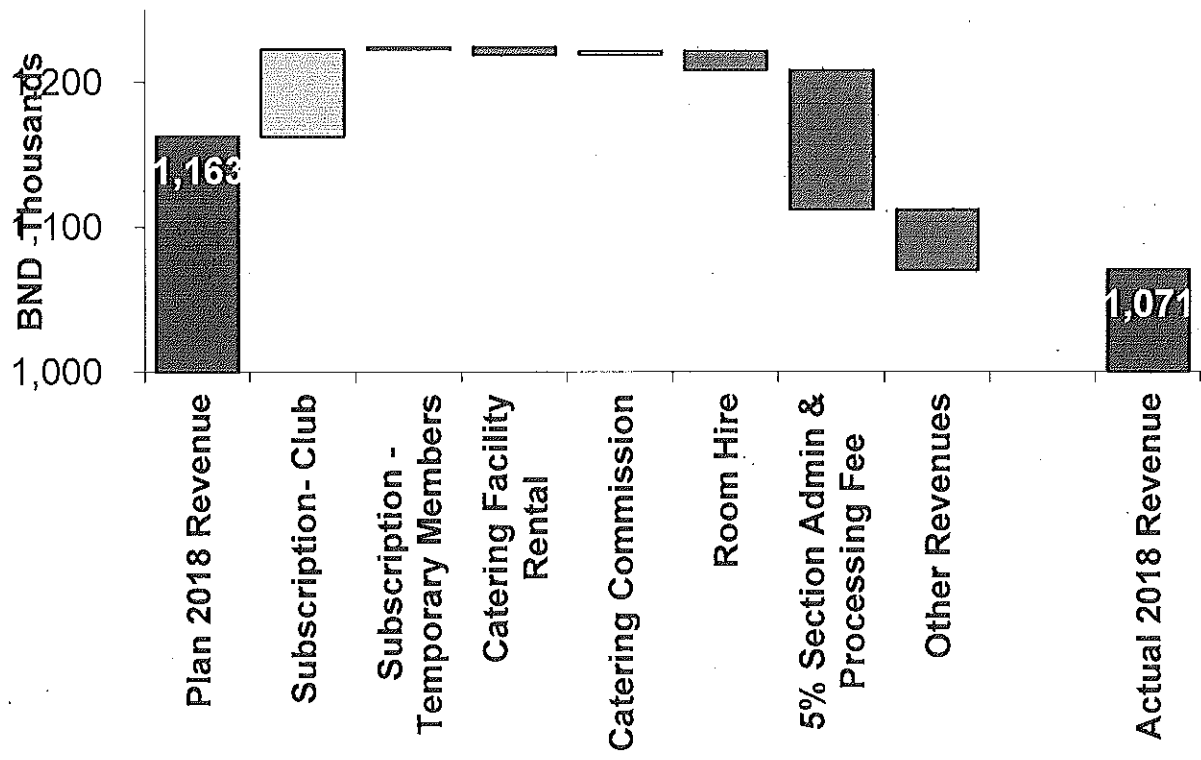
** Hijau costs are expected to be fully reimbursed by BSP

b) Cost Variance Compared to Plan



c) 2017 Revenue - Variance Compared to Plan

"2018 REVENUE - VARIANCE COMPARED TO PLAN"



d) 2019 Finance Focus Area

EXPENSES	REVENUES	CONTROLS	SUSTAINABILITY
<ul style="list-style-type: none"> Continued Enhanced Competitive Contracting & Purchasing 	<ul style="list-style-type: none"> Facility Rental & Catering Revenues 	<ul style="list-style-type: none"> Updated Section and Division Governance 	<ul style="list-style-type: none"> Project Hijau: structural enhancement of physical facilities of the Club
<ul style="list-style-type: none"> Continued Cost Rationalization 	<ul style="list-style-type: none"> Revenues from new activities and events hosted by the Club 	<ul style="list-style-type: none"> Audit Action Follow up 	<ul style="list-style-type: none"> Club's and Sections' Administrative Processes: Streamline & Efficiency.
	<ul style="list-style-type: none"> Outreach to selected groups (new members) 	<ul style="list-style-type: none"> Physical access controls intended to curb free-riders and address potential gaps due to change in membership 	<ul style="list-style-type: none"> Governance Model / BSP Funding: Enhance Club's Control and Ownership on Financial Performance
	<ul style="list-style-type: none"> Enhanced Membership packages - aim to attract more members and more activity at the Club 		

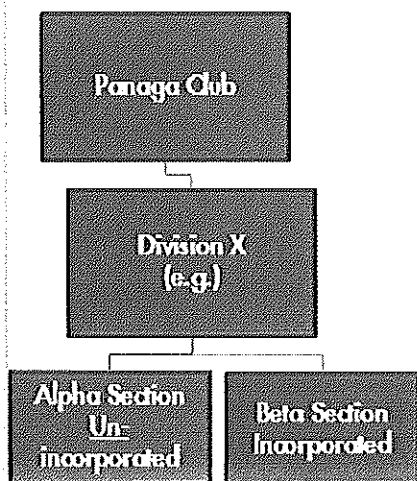
- Club Management Committee is working hard to make improvements to service provision and membership offerings
- What will allow us to free up membership?
- Some clauses in the constitution are currently not appropriate and not sustainable so will be changed
- Amendments in Constitution will affect membership but mainly to encourage membership.

- Notional Membership Types (refer to chart):
 - Aimed to create enjoyable facility for members and to create a membership that offers members a wider range of activities;
 - Proposal to show what the package will look like;
 - Incorporated sections consist of popular sections:
 - Funding will come from Club budget
 - Simple structure, flexibility in member of section
 - Funds will go into the Club account for incorporated sections

- Big drive for change is to simplify administration within the Member Services Department.

- Comments from the floor:
 - The fabric of the building needs to improve e.g. airconds must work, if the Club wants to bring about all the improvements as mentioned in this AGM.

- Comments on Clause 6.5.f inside Constitution:
 - The Manager shall ensure that minutes are prepared of all Club General Meetings, Management Committee Meetings and copies of all such minutes shall be retained... this clause shall now be reflected in the Constitution as The Manager shall ensure that the minutes of Club General Meetings and Management Committee Meetings shall be retained, and copies, in redacted form, can be found from the Club Website.



Proposed Incorporated Activities

- Gym
- Tennis
- Yoga classes
- Tri-fit classes
- Library book/DVD borrowing
- Swimming pool
- MPH (Badminton, Basketball, etc)
- Jungle tots (tbc)
- Football tots (tbc)

* Unless specifically included above, classes, lessons and individual training are at additional cost

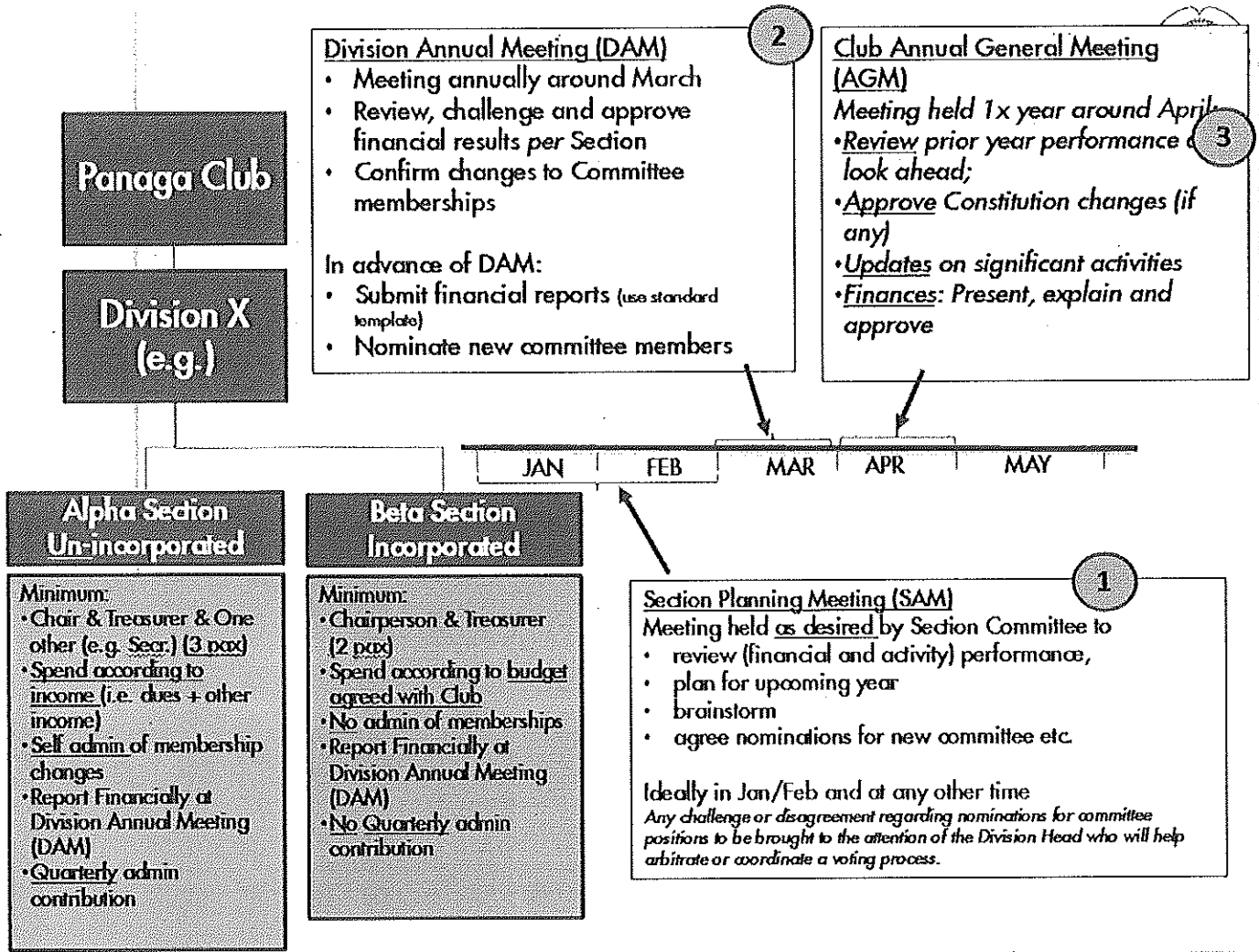
Proposed Changes to the Club Membership

- Major value enhancement to the membership packages.
- Most popular sections will be included in the basic cost of the standard membership package. discounted price compared to the comparable cost of the existing offering.
- Both existing as well as new members will benefit from it.
- In the future, other section activities may also be offered as standard.
- Streamlining of membership types (reduced to 2)

Sections proposed for inclusion in the standard membership are "Incorporated" Sections: these can focus more on actual activities (less on member admin). Both Section types are in Divisions.

For Incorporated Sections:

- The Club supports to allow them to flourish and provide a high level of service to all members. All Sections continue to ID priorities and activities.
- Membership admin done by Club (all Club members entitled to use "Section" facilities).
- Annual budget based on needs for each Section. Budget can take into account unusual spending requirements as requested (e.g. significant "one-off" expenses). Sections continue to plan and track their finances.
- Existing financial reserves (if any) become part of the Club Members' Accumulated Fund.
- Simpler finances → focus on delivery of activities.
- The financial risk for the Section is borne by the Club (e.g. related to staff contracts).



NOTIONAL MEMBERSHIP TYPES



This is a conceptual proposal, to be confirmed based on final discussions with relevant sections

Emerald
\$110

Standard Membership

- Gym access
- Tennis court use
- Yoga classes
- Tri-fit classes
- Library book/DVD borrowing
- Swimming pool use
- Badminton court use
- Basketball court use
- \$10 monthly restaurant credit

Amber
\$75

Discounted Membership
(for eligible groups, as defined in Club Rules)

- Gym access
- Tennis court use
- Yoga classes
- Tri-fit classes
- Library book/DVD borrowing
- Swimming pool use
- Badminton court use
- Basketball court use
- \$10 monthly restaurant credit

Ruby
\$3000

Quam 2000

Same benefits as Standard membership, PLUS:

- Includes up to 6 members (all their family)
- 1 Complementary room booking per month based on availability
- 15% discount on catering and room hire
- Branding opportunities
- Inviting via Company

4) HSSE HIGHLIGHTS

a) HSSE Reported Incidents in 2018

- i) Finger Injury- 1
- ii) Sports Injury/Heat Stroke – 3 adults
- iii) Kitchen Fire – 1
- iv) Bush Fire – 1
- v) Non-Compliance – 1
- vi) Near Missed – 3
- vii) Thief – 1
- viii) Trespassing Golf Course – 1

b) 2017 Club Staff PAKAT Submission

DESCRIPTION	Quantity
Total Club Staff PAKATs Submission	198
Total Non Club Staff PAKATs Submission	45
Total	241
Positive PAKATs	26
Closed PAKATs	197
Ongoing PAKATs	18

5) PROJECTS & IMPROVEMENTS UPDATE

a) Panaga Club – 2018 Projects and Improvements

Item	Project Description	Section/ Facility/Area	Project/Work Scope	Action Party	Remark
1	Install roof over Teratai balcony	Pool cafe	Construct roofing over Teratai balcony due to water leaking & repair to café ceiling	Head of Project	Started in February 2018
2	Pool Slide repair	Children Pool	Repair to broken outlet at top of platform c/w painting	Head of Project	Started in March 2018
3	Refurbish pool shade	Swimming Pool	Repair to damage shade, realignment of shade post c/w painting of post	Head of Project	Started in March 2018

Item	Project Description	Section/ Facility/Area	Project/Work Scope	Action Party	Remark
4	Roof replacement	GYM/ IFM/2 Office/ Annex/ Golf Balcony	Replacement of existing roof with new and repair to damage ceiling	Head of Project	Started in March 2018
5	Fencing replacement	Tennis Court 6	Replacement to existing fencing & gate panel with new Beakert fencing	Head of Project	Started in April 2018
6	Beach Huts Floor replacement	Beach Area	Replace existing timber floor with concrete	Head of Project	Start in August 2018
Item	Project Description	Section/ Facility/Area	Project/Work Scope	Action Party	Remark
7	New Recycle Bin Area	Entrance Carpark	Installation of new recycle shed with 3 recycle bins	Club	Start in September 2018
8	New Smoking Hut	Smoking Area	Fabrication and installation of new smoking shed	Head of Project	Start in October 2018
9	New Bicycle Parking	Jungle House	Construction of new bicycle parking area	Head of Project	Start in December 2018

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

- i. Repair / replacement of outdoor aircond unit platform for library.
- ii. Playground floodlights faulty cable replacements.
- iii. Aircond replacements for Music rooms.
- iv. All Music room doors replacements.
- v. PGC Golf Buggy garage store fences maintenance (painting).

b) KBBC – 2018 Maintenance Works

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

- i. Repair of collapsed male toilet ceiling.
- ii. Setting up of jetty hard barriers.
- iii. Repair of main entrance wooden staircase.

6) HIGHLIGHTS FROM MCM MEMBERS ON ACTIVITIES

DIVISION HEAD AND ITS CONSTITUTED SECTIONS

A. FOOD AND BEVERAGE REPRESENTATIVE – EVA VAN DER POEL
2018:

- September; Beach Shelter make-over and re-launch.
- October; Panaga Mauri moved out of Teratai Restaurant.

- November; Revival of the Pool Round bar.

Outlook for 2019;

- January; launch of the revised menu at the Poolside Cafeteria with a more modern look and feel.
- March; launch of restaurant quality survey system. We care about your opinion!
- April; a new Caterer has started operations at the Club in the Beach Shelter alongside Serikandi.

B. MARKETING REPRESENTATIVE – TRIIN BARROW

Improvements for Panaga Club's Website and Newsletter shared to the floor. Marketing representative informs all that their sections are to share their schedules and timetable for the weekend by Tuesday of that week, to be able to make it to the Friday newsletter. The Marketing team are working hard on all the social medias that Panaga Club has in order to invite new members. The plan for 2019 is to create a pathway from section's own social media, to the website and then to the Club website.

C. CULTURE DIVISION – JOZET VAN DER ES

➤ **Arts & Crafts:**

- This is an active section with both adults and children.
- The Arts & Crafts room is open to members with five opening slots per week. In addition to the opening slots we have several workshops throughout the month catering to different interests and skills of all levels.
- We encourage suggestions from all members as to what workshops we hold and do our best to accommodate.
- We like to seek out expat and local talent and have been approached by many local crafters and artists asking to teach their skill at the club.
- The Arts & Crafts Section has a good base of volunteers with a wide range of knowledge expanding from crocheting to scrapbooking to painting and sewing.
- While we do have several great volunteers eager to help when needed, we are always looking for more help.
- The Arts & Crafts Section has been climbing steadily in regards to membership numbers. Going from 30 members last year in 2018 to 50 members in 2019. We only hope these numbers continue to grow in the year ahead.

➤ **Future Goals:**

- The Arts & Crafts Section has big plans for workshops in 2019, including but not limited to:
- Calligraphy, Ukrainian egg painting, jewelry making, silk painting, intermediate drawing and crocheting.
- This year we are wanting to focus on and celebrate our accomplishments. We hope to hold exhibits which highlight items our members have made and are proud of. This would include the work of both the children and adults.
- Our aim is to provide a welcoming and fun atmosphere to all, regardless of skill level. We have a great group of people with a wide spread of knowledge who are extremely supportive of each other and do what they can to help the other out.

➤ **Library:**

- We have a wide range of children's and adult's fiction and non-fiction books, DVDs, Magazines and audio books, in both English and Dutch.
- We offer platform where all the community members can get together for some educational and fun events.
- Run entirely by a team of dedicated volunteers and committee members.
- 215 members at the end of 2018.
- 12,436 books checked out in 2018 with 60% of these Children books.
- We also encourage that the library be used as a space where different languages can be read and spoken.
- The Library has had a massive overhaul, with new shelves, books and beanbags. The latest new shelves are made by a local factory. The new shelves are modern, colorful, convenient and they look beautiful.
- Children's Story Time sessions are now run on a more regular basis, almost every other Saturday. The children can listen to stories and take part in themed craft activities.
- A 'theme of the month' has been introduced. Next to the Borneo section we decorate the shelves, display books and DVDs according to the theme like Halloween, Ramadan, etc.
- Like in previous years, in 2018, the Library also hosted the P3 Panaga School visit and the visit of the Cubs. These visits are guided by library volunteers.

- The Halloween and Sinterklaas and Christmas contests were again successful and well-participated.
- The library continues to support the students of Jerudong International School in securing their Duke of Edinburgh award by offering them the chance to complete their community service requirement by assisting in the library.
- The library now has a shelf with books in other languages (neither English nor Dutch). These books are donated to library and include languages like Russian, German, Spanish, Italian etc.
- The Library Booth was well presented and a hot spot at the Panaga Festival on September 22nd.
- The library is working with PNHS to sell their SeaShore books. These books are now in the library and sales will be ongoing.

➤ Future Goals:

- Continue the Children's Story telling/crafts programme
- Continue to recruit new volunteers so that we can provide an effective service for our members.
- Continue to rejuvenate the library and make it more attractive for our members. Key pointers will be the purchase of new smaller shelving units, painting of the castle and re-organizing shelves and furniture.
- The Library's biggest single challenge is the lack of space, so we will continue to re-organize shelving, books etc and try to utilize the space as efficiently as possible.

➤ Panaga Natural History Society:







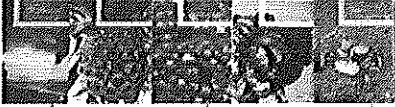




○ Committee Positions

- Chairperson, Lisa Thieme
- Honorary Chairperson, Hans Dols
- Secretary/Nature Walks, Wendel Broere (until October 2019)
- Treasurer, Duncan Carey
- Newsletter Editor/Asia Waterbird Census, Alizah Haji Ali
- Events Coordinator, (vacant)
- Project Manager, (vacant/new!)
- Community Liaison Officer (vacant/new!)

○ Other Volunteers:

- Website Master: Brent Spiers
- Local School Liaison- Steph Straatman

○ Events in 2018:

		2018											
		May	June	July	August	September	October	November	December	Jan	Feb	Mar	Apr
PNHS Meetings		PNHS AGM		PNHS Committee		Panaga Festival	PNHS Committee Meeting	PNHS Meeting Heart of Borneo Talk - L.Mandias	PNHS Committee	PNHS Meeting			
Nature Walks			Beach Walk				Oct 7 th Asian Waterbird Census	Oct 14 th BNS Swamp Walk	Nov 11 th Asian Waterbird Census	Seashore Walk			
PNHS Books		Book Launch	BSP Environmental Day	The Seashore Life Book Series for sale in the Panaga Library			Panaga Festival						
Hornbill Initiatives		Hornbill Day follow-up to put up Nesting boxes	Contact PNHS if you are interested in having your own Hornbill house					More nesting boxes to be installed	Local Schools Sessions				
Nature Talks							Heart of Borneo, Lorenzo Mandias	Mesozoic Explorers Insect Session	Bodas Peat Dome				
Green Corridor: Nursery, Arboretum & Planting		Bodas Peat Dome Planting	Raintree, Durian, Barringtonia tree seedlings	UBD/MIT/Ministry of Forestry Meeting for Shorea Albida needs			Nipa Palms Planting	Building new Nursery area	Panaga School 70 th Anniversary Planting		BSP HQ Arboretum? Help Panaga Nature Reserve		



Panaga Natural History Society

Panaga Natural History Society Current Schedule

Learn to understand and help beautiful Borneo....



	2018								2019			
	May	June	July	August	September	October	November	December	January	February	March	April
PNHS Meetings	PNHS AGM	PNHS Committee		Panaga Festival	PNHS Committee Meeting	PNHS Meeting Heart of Borneo Talk-L.Martinez	PNHS Committee	PNHS Meeting	PNHS committee	PNHS committee	PNHS Meeting	PNHS AGM
Nature Walks	Beach Walk				Asian Waterbird Census	Oct 14 th BNS Swamp Walk	Nov 11 th Asian Waterbird Census	Sushara Walk	Jan 20 th Asian Waterbird Census	Badas Peat Dome Walk 3/16		Opening Walk
PNHS Books	Book Launch	ESP Environment Day	The Seashore	Life Book Series for sale in the Panaga Library	Panaga Festival							
Horribill Initiatives	Horribill Day follow up to get up Meeting boxes	Contact PNHS if you are interested in having your own Horribill house					More meeting boxes to be included					Horribill Day or Another Horribill Topic?
Nature Talks						Heart of Borneo, Borneo Mandas				PNHS Meeting & Badas Peat Dome Presentation by Jon Davies	Asian Elephant's Mark Lecture book	Mazzone's Expeditions Next Season
Green Corridor: Hurray! Abandon & Planting	Badas Peat Dome Planting	Raid on Diving Borneo's Wild Workshop	CEO/MD/Ministry of Forestry Meeting for Saraya Alinda residents					77 ESP HQ Abandon? Help Panaga Nature Reserve	Nipa Palms Planting	Panaga School 70 th Anniversary Peace Tree Planting	Building new Nursery area	Panaga School Herbarium & Seed Collection Talk/Education
Adopt-a-Beach & Appreciation	Cleaning		Organizing bins recycling for beach							PNHS Adopt a Beach Signing with the Last Straw		Building benches at the beach bay
Brunei Wildlife Comic					OGDC Festival Panaga Table Staph		PNHS Support for Wildlife Comic			Wildlife Comic Printing	Local School Sessions	Wildlife comic Rollout & Gift Ceremony to Local School
Wildlife Warriors Junior Group				Brunei Comic Book				PNHS and the Wildlife Warriors for a forest				

➤ 2019 Activities so far:

School Presentation on Seed Collection, Green Corridors & Wildlife Adopt a Beach

How you can help Brunei's nature!

Nypa Palm Planting

A PANAGA NATURAL HISTORY SOCIETY ACTIVITY EXPLORING AN ENDANGERED FOREST: BADAS PEAT DOHE

Presentations & Nature Walk

A PANAGA NATURAL HISTORY SOCIETY ACTIVITY

Presented by M/s Esterbrook
Tuesday, April 2, 19:00
Panaga Club, Annex Room
Everyone welcome
Elephant Adoption!

Comparing Malaya's desert-adapted elephants to Borneo's forest adapted elephants:
Through a photographic diary of the work being undertaken to manage human-wildlife conflict in both regions.
Explore the challenges of the desert-adapted elephants in their search for water, and the challenges

COMIC BOOK LAUNCH

To be launched by the Brunei Wildlife Warriors

Date: 26th April
Time: 14:30 to 19:00
Venue: Panaga Club, Main Hall
Refreshments will be provided
RSVP: WhatsApp number: 081 3317303

PNHS adopts E7/Beach

PNHS Planting at Panaga School 70th Anniversary

- 2019 Ideas? Energy:
 - Green Corridor Growing Plants Race- Lisa
 - PNHS & The Last Straw Contest
 - Find-a-seed from the Beach/Camp & Growth Race
 - Nurseries- Build at both Panaga Schools
 - Seed Planting (with Jon Davies)
 - Wildlife (Hornbill) Day Event? Needs support
 - Wildlife warriors/PNHS Junior Group
 - PNHS Presentation ideas?
 - Mesozoic explorers Wildlife
 - Bugs! Ana Pineda
 - History of Seria & Wildlife- Bong
 - Adopt-a-Beach (Champion? currently Lisa)
 - Beach Informational Walks & Barbecue? With clean-up
 - Camera Trap (Mesozoic Explorers) –Duncan Carey & Wendel
 - More Wildlife Comics – Steph Stratman
 - Mesozoic Explorers Ideas:
 - We are hoping to collaborate and work on the following projects with you all. It would be great if we can sit down together and work on the details again. Some of the projects we are working on are:
 - i. Roosting sites and number of migratory water birds in Panaga and Concession Area
 - ii. Relative abundance and roosting sites of hornbills in Panaga and Concession Area
 - iii. Stingless bee density and distribution in Panaga and Concession Area
 - iv. Small mammal diversity in Panaga and Concession Area
 - v. Endangered mammals in Panaga and Concession Area using camera traps.

➤ **Panaga Photography Society:**

- Panaga Photographic Society (PPS) offers opportunities for members to learn and improve photography skills by being part of an active group regardless of your skill, knowledge, ability or what you use to take your photos.
- Each month one to two themes are selected and everyone is encouraged to take photos around these themes and present them at our monthly meetings to discuss their experiences during the process. This is also an opportunity for constructive feedback from other group members.
- Practical demos and post-processing are also covered. Field trips are organised throughout the year.
- Membership is now FREE!

➤ **Highlights:**

- Hornbill Day competition 26 Jan 2018
- A successful competition was organised by Anna Coyajee resulting in over 300 submitted photos by more than 100 photographers from across Brunei.
- The judging panel was made up of members of PNHS, PPS and Shell HQ.
- PPS members can also be found photographing events in Panaga and exhibiting some of their work in places like the library.

D. GOLF SECTION – HAJI ROSLIE HAJI BAKAR

➤ **Men's Golf**

➤ **Lady's Golf**

➤ **Driving Range**

➤ **Golf Shop**

➤ **HSSE**

- Sighting of crocodiles remain a popular topic amongst the golfers. Golfer are more cautious near the ponds due to this safety hazards.
- All golfer are more compliance in observing Club HSE rules and regulation especially on lightning warning and the No Smoking rules.

- **SECTION ACTIVITIES**
 - Continued trial of Golf Buggies
Golf Shop Operator brought in 8 buggies for rental to the PGC members and has continued to be popular throughout 2018.
- **SECTION GOLF EVENTS**
 - Monthly Medal
 - Captain's Trophy / AGM (*Mixed*)
 - HM's Birthday Golf (*Mixed*)
 - Inter Club Challenge (*PGC vs KGM*)
 - Year End Golf (*Mixed*)
- **ORGANISED GOLF**
 - NIAC Open Golf
 - Pre Ramadhan Golf (*Mixed*)
 - KBHG Hari Raya Golf
- **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)

E. HEALTH AND FITNESS MEMBER – GRAHAM WOTTON

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

In general:

- Overall membership has decreased but participation is up. For example, Tri-Fit section is full all the time;
- Gym – there has not been a professional for the gym for a long time, and as of late there is nothing in there to encourage new joiners. However, the new Chairperson already has ideas that will improve the state of the gym for all its users;
- Badminton membership has decreased but the use of equipment has increased.

F. 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 – Gijs Holstege
 - Treasurer - Jeremy Ptak
 - Dinghy Sailing – Lieuwe Nas

- SUP, Kayak & Surfing – Alessandro Loi
- Powerboat & Fishing – Remco Roomer
- Sub Aqua (Diving) – Angela Hadfield
- Yachting – Gijs Holstege

Boatmen:

- Senior boatman - Zelani Hj Hassan
- Junior boatman - Zailan Bin Zaini

➤ **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

➤ **KBBC 2018 Highlights**

- March-May: completed several skipper courses (both theory and practice) for 25 sailors using KBBC's yacht Makan Angin II
- March-October - regular water sports season:
 - River cruises
 - Fishing trips
 - Diving trips and training
 - Dinghy sailing (Hobie and Parents-Kids dinghy sailing)
 - Yachting trips from Royal Brunei Yacht Club in Muara
 - Wakeboarding @ Panaga Beach (new activity for adults & kids)
 - Surfing @ Panaga Beach (kite-, wave- and windsurfing)
 - SUP & Kayaking @ Panaga Beach
 - April: Farewell KBBC Commodore Anna Coyajee
 - May: Yearly KBBC Family fun day at the beach
 - July: Host Sail Brunei event – 14 international yacht crews visiting KBBC river location
 - September: Farewell KBBC Vice-Commodore Niels Dijkstra

➤ **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 in 2018. Scenario outcomes have been presented to the Panaga Club Management Committee and Ceri Powell in Q1 2019.
- KBBC closes 2018 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 IFM asset owner.
- Discussions concerning self-driving boats Croc and Nemo are still ongoing. A thorough analysis has been conducted and we're currently taking this forward with BSP Marine Services (SMR) and the Brunei Maritime Port Authority.
- KBBC's yacht was fully refurbished in 2017. However late 2018 issues were again identified with sails, rudder, keel and gearing. The section is now following up on the yacht's future. Either refurbish once again or sell to RBYC member and rent back when people would like to go out for a yachting trip.

➤ **KBBC in 2019 – ACTIVITIES OVERVIEW**

For 2019 the KBBC has drafted an attractive calendar of activities:

- KBBC Fun Day @ Panaga Beach: April 20 (adults and kids)
- Cruises on Belait river (adults and kids)
- Fishing trips on the South Chinese Sea
- Various diving and deep-sea fishing trips on the South Chinese Sea
 - Life under the Platforms survey outcomes to be displayed at the Oil & Gas Discovery Centre as part of the 90th year celebrations
- Wakeboarding and Kids parties (banana boat) @ Panaga beach (adults and kids)

- Hobie and dinghy sailing @ Panaga Beach (adults and kids)
- Kite-, wave- and windsurfing @ Panaga Beach
- Kayaking, SUPing and body boarding @ Panaga Beach (adults and kids)
- Yachting trips @ RBYC in Muara (yacht currently under repair)

G. PERFORMING ARTS MEMBER – ROB HARRIS

- **Jam Factory Section**
 - This section provides a venue and audio rental equipment to the Panaga community.
 - The section is currently very active and looking for club members who wish to join Jam sessions. Members of all experience levels are encouraged to reach out to the committee – contact details are available via the club office
 - **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 and Trinity College of London.
 - Musical recitals held for all students.
 - Music students played at No 49 for Santa's Grotto Festive event
 - **Panaga Dance Centre (P.D.C.)**
 - Current there are a significant number of Ballet students and Hip Hop students being trained by the section. However we are, for the first time in recent history, seeing a decline in ballet class numbers at all age levels.
 - 25th anniversary event was a great success with many performers on stage for the first time
 - Jazz and ballroom classes added to the PDC offering
 - Flux with dance instructors through the year and into 2019. the committee is currently working on a plan to provide greater stability
 - **Social Dance Section**
 - April 2019 – The Section has unanimously agreed to 'dissolve' the Section in view of lack of interest to continue with Section.
 - **The Amateur Dramatics Society (T.A.D.S.)**
 - Highlight of the year was the performance of Treasure Island. Over 60 people involved to deliver this high quality production.
 - Wardrobe provides an invaluable service providing costumes to hire for community events.
 - Lighting Computer power supply replacement (again – will work with IFM as this is now the 3rd UPS that has broken in recent times)
- 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

H. SOCIAL MEMBER – WIJNAND HOITINGA

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 st PanagaCubScouts
Community Event	Jungle Tots	Santa's Grottos
Dutch Community	Kiwi Club	
Friends United Network (F.U.N.)	Latino Community	Youth Club

- Points of attention Social Member
 - Meet with all section heads in person
 - Streamline the activity process by working on an interactive calendar system (e.g. google drive, reserved–approval system)
 - Attract Outpost activities to the club (e.g. living in Panaga session)
 - Focus on Panaga Festival
 - Integration school and club
 - Attention on non-section related activities, workshops, attractions (e.g. bouncy castle day for kids)

- Comments from the floor:
 - Social calendar should be streamlined and see how to make sure that the events are spread out through the 12 months;
 - During Blackout dates, try to arrange for more sporting events;
 - Examples of events/activities that Social Representative can do – coffee mornings, Club induction, etc.

I. SPORTS MEMBER – ARJUN MARATHE

- Sports sections under sports member:
 - Athletics (PANAS) Section
 - Cricket Section
 - Football Section
 - Dutch Football Sub Section
 - Fun Football Sub Section
 - Football Academy & Tots Section
 - Hockey Section
 - Lawn Bowls Section
 - Rugby Section
 - Stingrays Swim Section
 - Tennis Section

- In general:
 - Participation from members still very high;
 - Some sections need volunteers;
 - Non-members joining sections – how do we allow participation? Should we have an indemnity form or a non-member fee?
 - What about reciprocal encouragement?

6) MEMBERS WRITTEN SUBMISSIONS – NONE.

7) ANY OTHER BUSINESS (FROM THE FLOOR)

- i. Division and Section Committee Handbook
Expectation from the Management Committee is that all sections receive a copy and sign-off with the Finance Manager, to ensure that all points stated inside the handbook are acknowledged and will be put into practice.

- ii. Field
Look into the possibility of working with the BSRC to create events there e.g. Women's Rugby Competition to be divided into two spots – Panaga Club and BSRC. Good way to emphasise the standards of both fields and also to promote both Clubs.

- iii. Lighting upgrades at the Club
 - Member asking if there are plans to switch light fixtures to LED types for their environmental factors;
 - Treasurers replied that requests for asset needs to get IFM's approval but currently there is no interest from IFM to take on this project;
 - Another member suggested that perhaps this needs to get steer from BSP to turn this into an environmental BSP project, or send a submission into the Fit For Future strategy for the Club.

iv. Project Hijau

- Currently there is alignment with the IFM around their activities and projects;
- This is quite a significant project and management still wants to keep the Club open, despite the works that will take place. Schedules will be shared with impacted sections;
- Sections will be re-engaged so that more details may be put into the concept;
- A member suggested that there should be a volunteer from the Club that can address architectural and engineering issues.

The President adjourned the AGM at 9pm and thanked everyone for their attendance and participation.

For the Management Committee

A handwritten signature in black ink, appearing to read 'Nisa Halim', written over a light blue horizontal line.

NISA HALIM
Club Manager