

Macau Toastmasters

2006 Fall Conference (24-26/11/2006)

Convention Debriefing Minutes

10th December 2006

Time: 16:30 – 18:30
Place: Miramar Restaurant
Present: POH Kim Siong District Governor
Rebecca Choi Convention Chair
Melanie Hoi Co-Chair & Program & Arrangement
Sonia Finance & Registration
Karen Iu Finance & Registration
Tom Editorial
Celine Xu Committee Secretary
Sam Hui Logistics
Fatima Logistics
Lena Logistics

Discussing Subject	Summary
1. Distribution of Appreciation Award and feedback sharing	<ul style="list-style-type: none">➤ <u>Kim Siong</u> distributed Appreciation Awards to committee members➤ <u>Rebecca</u> thanked the organizing committee for the hard work and team effort contributed to the success of the Convention and thankful for the invaluable experience gained through the process of teamwork and support from delegates.➤ <u>Kim Siong</u> commented the convention is one of the best convention.➤ <u>Rebecca</u> shared some comments / feedback on the convention from delegates' e-mails received.
2. Thanks and Sharings	<ul style="list-style-type: none">➤ <u>Melanie</u> said she is touched and inspired. After this convention, committee members become better friends. She thanked <u>Kim Siong</u> for being here with us always, playing the role of dedicating worker, sorting out registration list, being a serving leader. She also thanked <u>Rebecca's</u> never give-up, facing the \$200,000 deficit bravely, committing herself to achieve the goal and strong passion. She commented <u>Rebecca</u> as simply a gem and history makers.➤ <u>Melanie</u> said the two factors of convention success are commitment and teamwork

➤ The success of talent show is also the result of team work. She thanked:-

The script writer: Man CHIU

The uniform maker: Lilian

The lead singer: Tom

Rehearsal stage and tutor provider: Sonia

Music controller: Ester Kam

And all dancers

She commented being a member of the team is a reward.

- Melanie also thanked Sam Hui and the program team and Mcs
- Melanie thank Herbert for being host of Speak at the Top, Kathering for stage support.
- Last Melanie said with commitment and teamwork, miracle can happen.
- Rebecca thanked Melanie putting her effort into programming, capable and committed. She commented Melanie as a great friend, supporting partner and a serving leader.
- Sam Hui thanked Lena for her support in the area of Club program and convention logistics
- Sam also thanked Rebecca and Melanie for good demonstration and interaction
- Sam thanked other helpers such as Mario and Fatima for friendship and support
- Rebecca thanked Sonia and her registration team for the responsibility of liaising with the delegates. She also thanked Fatima for her firmness, sweetness, working intensely and proactively, creating good team spirit.
- Rebecca thanked Tom for his editorial work and effort to the commemorative program.
- Rebecca thanked Karen for helping in registration and always keen to help; thanked Lena, Lilian, Americo and all other helpers for their friendly support.
- Rebecca also thanked Celine, the convention secretary for her effort and commented the committee meeting minutes were important tool for tracing preparation progress.
- Sonia said it was a great experience. In the committee meeting, committees were arguing, having conflict, disagreement, but end up with friendship and team work.
- Sonia thanked registration team, Fatima for printing the pass, Sam for getting helpers, Karen for standing by registration counter and Vivianna for helping registration job.
- Tom thanked Rebecca and Fred for their effort to put information together for the souvenir book.

	<ul style="list-style-type: none"> ➤ Subsequent note: Big thanks for the members that were not present: <u>Deborah</u>, our advisor and the Hong Kong team members that were brilliant contributing to a successful convention. ➤ <u>Amos</u> for being the media master writing fantastic stories for the press and dedicated co-ordination and reception to our media friends and congratulations for being 1st runner up in the Macau Open English Speech Contest on Macau Heritage. ➤ <u>Anton</u> for taking care of the financial matters and nitty gritty. ➤ <u>Herbert</u> for his effort and co-ordination on sponsorship. ➤ <u>Frederico</u> for his marketing role and creating an outstanding convention image – Ur Story Makes History.
<p>3. Areas we have done well</p>	<ul style="list-style-type: none"> ➤ Selection of Wynn for Opening Ceremony and Gala Dinner provides delegates with fine food, service and experience of the latest establishment in Macau. ➤ The program offered unique challenges and fun, Speak at the Top, Talent Show, World Heritage Tour that Macau can offer. ➤ Involve Hong Kong in organizing the convention due to the shortage of variety of people resources in Macau. ➤ Sincere, meant well and good spirit team members.
<p>4. Areas for improvement and thoughts</p>	<ul style="list-style-type: none"> ➤ One delegate commented that the Friday program venue was too small and people were too crowded ➤ <u>Kim Siong</u> explained that was subject to our budget control and from the other viewpoint, it was good; because contestants faced a full room rather than half full room. ➤ A comment is that why Singapore did not present talent show. <u>Kim Siong</u> explained that they could not find the right person to attend the talent show. But “Macau Macau” is a fine example and it will involve more people to present talent show ➤ Some comment questioned the workshop arrangement <u>Ed Tate</u> and <u>Francis Kong</u>’s speech and workshop value. <u>Kim Siong</u> explained that workshop should be in wide range. So this time the workshop speakers came from different countries and different style and message that are to cater to different delegates. <u>Ed Tate</u>’s workshop is an eye-opening to new learners. <u>Francis Kong</u>’s speech might be too long an after-dinner speech and participants are looking forward to entertainment, but it also inspired many audiences. ➤ <u>Kim Siong</u> said a convention organizer should know that people in convention are looking for <ol style="list-style-type: none"> 1. Recognition and fellowship 2. Fun

- These two indicate the convention success.
- Kim Siong said as a convention leader need two key points:
 1. stay calm
 2. Set the tone
- Besides, the lessons to learn is to set statistics in the convention financial project.
- Tom commented that Francis Kong's speech deliver properly and demonstrated well, though it is a bit too long
- Sonia said some delegates commented that the lunch at Wynn was too rush.
- Rebecca explained that the program that day was very tight.
- It is better to make it compact. One-hour lunchtime is reasonable.
- Rebecca suggested usage of electronic registration to diminish the registration workload and seating control, statistics measurement. Simple program can benefit future district conventions irrespective of where it is held.
- Kim Siong replied that the most important is to catch essential information to simplify the information. He suggested to preassign table for delegates as same as the international convention does. It is a way to keep controlling dinning table number.
- Sam commented the council meeting was lack of a person to be in charge of the occasion.
- Kim Siong said most delegates of council meeting could not find the venue, some refused coming and the venue was too small that caused the confusion.
- Sam said the Mandarin Contest was also lack of in-charge person and the task was not clear
- Kim Siong replied that was a communication problem.
- Sam suggested to set clear rule for committee members and the deadline should be set strictly.
- Rebecca commented that everyone in committee is a volunteer. They all have their own working schedule and priority but the ones committed should try their best to achieve the goal/objective on the timing set and be conscious of the consequences of their actions / inaction.
- Sam suggested that Appreciation Award should be distribute at closing ceremony
- Sam also suggested to invite members join organizing committee earlier.
- Sam suggested making the thank-you ceremony to main sponsor Vicky Plaza grander to show appreciation.
- Kim Siong explained that VIP of Vicky Plaza was late that

	<p>made the program delayed and the reception short of ceremony. VIP should be told to come at an exact time and should be advised clearly what they need to do.</p> <ul style="list-style-type: none"> ➤ <u>Sam</u> suggested being specific and certain on what is needed. For example, <u>Sam</u> pointed that <u>Melanie</u> asked him to invite someone to compose a song for the convention; however, <u>Sam</u> was told later to cancel it after he did. ➤ <u>Rebecca</u> shared Sam's frustrations and commented that communication is the biggest challenge with teamwork. This is a learning process that our action will affect another and we have to be conscious of others. ➤ <u>Kim Siong</u> said we need to communicate to each other, care for each other from heart. As leaders need support from all team members when encounter difficulties. Leaders should care for everything, demonstrate as an example, say what you mean and mean what you say. As a leader must also show support. ➤ <u>Kim Siong's</u> lesson: As long as you ask, people will give.
<p>5. Macau Toastmasters – Glorious Experience and the way forward</p>	<ul style="list-style-type: none"> ➤ <u>Tom</u> said he learned a lot from the convention and club members become very close. ➤ The lesson for <u>Tom</u>: the earlier start planing, the more successful convention. ➤ Set the tone that Macau might hold the 2009 annual convention again. ➤ <u>Rebecca's</u> lesson: to motivate people to get involved and willing to ask for support and focus on solution.

Meeting ended at 18:30 with BBQ and convention photos sharing