

**DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008
ORGANISING COMMITTEE**

MINUTES OF MEETING NO. 1

Date of Meeting : 12 February 2007
Time of Meeting : 7.30pm
Place of Meeting : Toa Payoh Central CC, Level 4 Conference Room

Present

S/No	Names	Designation/Roles
01	Tay Yiang Ping (YP)	Organising Chair / Sales & Marketing
02	Michael Rodrigues (MR)	Co-organising Chair / Sales & Marketing
03	Chin Mei Har (MH)	Secretary
04	Monica Goh (MG)	Treasurer
05	Chan Boon Hwee (BH)	Assistant Treasurer
06	Golam Hossain (GH)	Auditor
07	Liu Ji Yin (JY)	Auditor
08	Sam Chee Yee (SC)	Welcome Night
09	Clara Chang (CC)	Closing Ceremony
10	Aziz Mustajab (AM)	Masters of Ceremony
11	Lynda Neo (LN)	Masters of Ceremony
12	John Tan (JT)	Education Programs
13	Yeo Chai Tun (CT)	Education Programs
14	Chee Kim Loon	Installation Night / Gala Dinner
15	Chris Yam	Printer / Designer
16	Jenny Au (JA)	Hotel Liaison/ Hospitality/ Guests Transportation
17	Rose Ho (RH)	Hotel Logistic
18	James Tan (JT)	Education Programs
20	Doreen Neo	Secretariat
21	Kong Pak Fee	Secretariat
22	Tay Tiam Teang (TT)	Secretariat / IT

Absent with Apologies (duties have been added after the meeting)

S/No	Name	Designation/Roles
01	Albert Lim (AL)	Editor – Publication
02	David Chee (DC)	TBA
03	Fabian Yeo (FY2)	TBA
04	Fernando Young (FY1)	Sponsorship Drive
05	Ryan Lim	Website
06	Jeshua S Juda (JJ)	Welcome Night
07	Kris Tay (KT)	Chief Editor
08	Raja Kumar (RK)	Master of Ceremony

Some Duties are added after the meeting.

<u>Item</u>	<u>Subject</u>	<u>Action</u>
1.0	Welcome on Board by MR / YP	
1.1	MAD- 'Make a Difference' Mission - to benefit all toastmasters in District 80 through the high standard of our convention in terms of quality and commitment. Committee must remain positive at all times about our mission and purpose; be prepared to make sacrifices, for example, nearing the date of convention, to be prepared to meet up even on weekends. YP urged all to be diligent despite being volunteers, she stressed that "do less and achieve more" and "work smart but not work hard" do not apply to our Team, we are expected to do more besides serving our clubs, we need to work hard to achieve best results.	All
1.2	YP requested for 2 special conditions for Convention 08: 1) agreement by DG that it might be held outside S'pore of which TI was consulted 2) that it must be held during the S'pore school vacation. However, due to TI requirement that all convention must complete by 31 st May, we therefore confirm the convention date from 23 rd May (Friday) – 25 th May (Sunday) 2008. Notice the school	DG

	holiday starts on 24 th May (Saturday).	
<u>2.0</u>	The Time Schedule by YP	All
<u>2.1</u>	Date for Annual Toastmasters Convention 2008 for District 80 Friday, 23 May to Sunday, 25 May 2008	
<u>2.2</u>	Recruitment of Committee Members To complete by end of March 07	All
<u>2.3</u>	Members present are encouraged to form their sub-committees. Our committee members who are going for convention will carry promotion of Convention in Hong Kong Convention May 2007. They include YP, MR, LN, MG, PF, DN and others.	YP, MR, LN, MG, DN, PF
<u>2.4</u>	YP advised that those who cannot make it to Hong Kong should at least attend S'pore Convention in Nov 2007 to acquaint ourselves with the proceeding of Toastmasters Conventions.	All
<u>2.5</u>	Keynote Speaker shall be a World Champion Speaker, possibly 2005 Champion. Approval of DG to be sought. Pre-convention activities might be in the pipeline. Sponsorship of convention was also brought up.	
<u>2.5</u>	YP had been asking for past records of conventions, but to no avail. MR stressed that our planning and execution of the convention would be transparent. Therefore keeping of minutes/notes of meeting must be done properly.	YP, MR
<u>2.6</u>	Aziz Mustajab asked that it be put on record that Post Mortem Reports of conventions should be made available to help the next committee avoid the mistakes made by the previous committees.	AM
<u>2.7</u>	No meetings during the school vacation months of June, Sep and Dec 07.	Info
<u>2.8</u>	YP brought committee through the Time schedule and dates by which tasks to be have accomplished, especially the light and aggressive promotion. (Please refer to handout for more details).	YP
<u>3.0</u>	The Budget by Monica	MG
<u>3.1</u>	Monica presented detailed budget. The following are in the Budget Plan: <ol style="list-style-type: none"> 1. Speaker Airfare/Accommodation 2. Marketing and Pre-Event PR 3. Website Hosting and Maintenance 4. Sponsorship Pack 5. Registration and Secretariat 6. Guest Relation and Hospitality 7. Publication 8. Entertainment 9. Token and Award Appreciation 10. Finance 11. Video and Photography 12. Opening Ceremony 13. Venue Decoration 14. Insurance 15. Contingency The projected sum to be spent based on 350 delegates will be \$30K, excluding the cost of Convention Venue and Meals. To help cut down on what each delegate has to pay and to make it attractive for toastmasters to attend, we have to work hard on getting sponsorship and advertisements.	MG

<u>4.0</u>	<i>The proposals before us by YP</i>	
<u>4.1</u>	<p><u>Based on Standard Programme</u> Day 1 – Mandarin Contest, District Council Meeting, Welcome Night - 100 -150 pax for Morning Tea, Lunch and Afternoon Tea - Welcome Dinner - 350 pax, International Buffet</p> <p>Day 2 – Opening Ceremony, Breakout Sessions (English/Mandarin/Tamil) and Installation Ceremony - 350 pax - 2 Tea Breaks, 1 buffet lunch, 1 Sit-down Chinese Gala Dinner</p> <p>Day 3 – Contest, Closing Ceremony, District Officers Training - 350 pax - 1 morning Tea, 1 buffet lunch. - 80 pax - 1 afternoon Tea.</p>	YP
<u>4.2</u>	<p><u>Persada Johor Convention Centre</u> YP has sought permission from TI through DG to have our convention in Johor Baru. However, TI reiterated it should be held in S'pore and it is only a one-time approval and should not be used as a norm.</p>	
<u>4.3</u>	<p>Convention cost plus meals amounts to \$186 per person for a group of 350 delegates. If cost of expenses (\$30K) is added in, it amounts to \$272.</p>	
<u>4.4</u>	<p><u>Sentosa Hotels</u> YP made enquiries. It amounts to over \$400 per person for a group of 350 delegates.</p>	
<u>5.0</u>	<u>Any Other Business</u>	
<u>5.1</u>	<p>The committee was asked individually as to which area they wished to serve in. (Please see page 1 of this report. The name and roles/duties have been clearly stated) YP suggested that the committee put up a dance item during convention.</p>	
<u>5.2</u>		
<u>5.3</u>	YP urged every committee member to think out of the box.	All
<u>5.4</u>	<p>Sam Chee Yee commented that 'To Make A Difference' did not necessarily refer to the venue. He suggested holding Contests at public venue, e.g. Convention Hall, for Pre-event marketing to create public awareness that leading them to the final contest at District Convention. It may really be our creative approach.</p> <p>YP said that perhaps Toastmasters Awareness Month (usually held in Mar / April) is a better idea for promoting our event.</p>	SC
<u>5.4</u>	<p>Boon Hwee brought up an alternative venue for the convention- Pulau Ubin. She shall find out the number of delegates the resort can accommodate, cost per night stay. She shall also get brochures from them.</p>	BH
	<i>There being no further business, the meeting ended at 10.00pm.</i>	

Minutes recorded by

Chin Mei Har

Vetted by

Tay Yiang Ping and Michael Rodrigues