

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

MINUTES OF MEETING NO. 2

Date of Meeting : 15 March 2007
Time of Meeting : 7.30pm
Place of Meeting : Toa Payoh Central CC, Level 4 Conference Room

Attendance

S/No	Names	Designation/Roles	Pres	Abs
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	Jeshua S Juda (JJ)	Welcome Night	•	
10	Ryan Lim (RL)	Website	•	
11	Aziz Mustajab (AM)	Master of Ceremony	•	
12	Lynda Neo (LN)	Master of Ceremony		•
13	John Tan (JT)	Education Programs	•	
14	Yeo Chai Tun (CT)	Education Programs	•	
15	Chee Kim Loon (KL)	Installation Night / Gala Dinner	•	
16	Chris Yam (CY)	Printer / Designer	•	
17	Jenny Au (JA)	Hotel Liaison/ Hospitality/ Guests Transportation	•	
18	Rose Ho (RH)	Hotel Logistic	•	
19	James Tan (JT)	Education Programs	•	
20	Doreen Neo	Secretariat	•	
21	Kong Pak Fee (PF)	Secretariat	•	
22	Tay Tiam Teang (TT)	Secretariat / IT	•	
23	Albert Lim (AL)	Co-Editor		•
24	Kris Tay (KT)	Chief Editor	•	
25	Fernando Young (FY1)	Sponsorship Drive		•
26	David Chee (DC)	TBA		•
27	Fabian Yeo (FY2)	TBA		•
28	Raja Kumar (RK)	Master of Ceremony		•

Special Attendance

Present

S/No	Name	Designation
01	Poh Kim Siong (KS)	District 80 Governor
02	Michael Wee (MW)	LGET
03	Edward Ma (EM)	District Treasurer

<u>Item</u>	Subject	Action
1.0	Special Welcome to District Leaders by YP	
<u>2.0</u> <u>2.1</u> <u>2.2</u> <u>2.3</u> <u>2.4</u> <u>2.5</u> <u>2.6</u> <u>2.7</u> <u>2.8</u>	Minutes of the Last Meeting YP emphasized that she 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. The Time Schedule was reiterated by YP MW questioned the overall budget and the contingency plan. YP answered that it was 10% of the overall total of \$30K. The budget plan (not actual expenses) of the last convention in Macau was used as a reference. YP reiterated that the planning, execution and expenses of this Convention shall be transparent and be posted on website to facilitate the next Convention committee. YP referred to the Agenda of the meeting that reflects the appointment holders in the left column. She took the opportunity to welcome Kris Tay on board and others who attended for the first time. Members present are encouraged to form their sub-committee. Members in charge of events shall look for their own MCs. Sales and Marketing, being the backbone of the convention, shall be under the direct preview of the chair and co-chair. Special thanks was made to Goh Wei Koon, LGM, for permitting us to use his website, thus helping us to save \$500. The Keynote Speaker, a World Champion Speaker, shall be confirmed by Sep/Oct 07 after the International Speech Contest held in the U.S.A. Representatives of the Mandarin and Tamil Clubs have been invited to attend this meeting. However, owing to other commitments, none was represented at this meeting.	YP
<u>3.0</u>	<u>MAD VENUES</u> YP, together with MG and JA visited JB Convention Centre JB Tropical Inn (Not enough facilities for our Convention) Swissotel in Singapore Suntec City Convention Centre NTUC’s Downtown East Resort Rasa Sentosa (**did not mention in the meeting, though visited, it has been booked by others during the convention period) Pulau Ubin (YP & MG)	YP/JA/MG
<u>3.1</u> <u>3.2</u> <u>3.3</u>	JA mentioned that the committee hoped to do a pre-convention workshop course in order to generate income for the convention and to add more variety to the convention, but it will be an “Optional” item if adopted. <i>JA presented a comparative analysis for venue selection</i> For the convention proper, a comparison was made regarding the cost. At a certain point it was found that for 350 delegates, the cost was as follows (considering Sponsorship for Expenses at \$30K or \$86/pax based on 350 pax): Note: a. Full sponsorship / b. No Sponsorship / c. 50% Sponsorship Suntec – a. \$280 / b.\$366 / c.\$323/-	JA

	<p>JB Convention Centre a. \$208 / b. \$294 / c. \$251 NTUC Downtown East a. \$198 / b. \$284 / c. \$241 Swissotel a, b, c.all > \$440</p>	
<u>3.4</u>	The pros and cons of each venue were given. JB Convention Centre might be cost effective, however, KS brought up the objection of District 51 Top District Officers that we might be tapping on their resources.	KS
<u>3.5</u>	BH brought up the availability of Pulau Ubin as a convention venue. Marina Country Club, which runs the centre, would be willing to charge only \$250 for a 3 day-2-night stay, prepared to cater to all our needs, including building up a Tent at the open area.	BH
<u>3.6</u>	The twin issues, which KS warned about, were cost as well as convenience such as logistics and surface support must be given equal consideration. He informed that only 2 delegates from Thailand registered for HK Convention due to high cost.	KS
<u>3.7</u>	SC also highlighted the high accommodation cost for overseas delegates if Suntec is chosen.	SC
<u>3.8</u>	The committee members were asked to vote for the three venues (given below) and the results were: Suntec City Convention Centre – 7 votes NTUC Downtown East – 13 votes Pulau Ubin – 1 vote	YP/JA
<u>3.9</u>	There were appeals from members who chose Suntec, JA will check if Suntec would lower their price and to find out any low price accommodation around Suntec. Members were urged to give feedback regarding this issue.	JA ALL
<u>4.0</u>	<u>Sponsorship</u>	
<u>4.1</u>	YP brought committee through the sponsorship handout distributed to every member and the rationale behind. (Please refer to handout for more details). She urged everyone in the committee to help in getting sponsorship, so that we can bring the cost down for the benefit of our delegates/ Toastmasters.	YP
<u>4.2</u>	SC suggested that the highest sponsorship of \$30,000 be split into 2 smaller lots of \$15,000 each and be named Platinum sponsor or similar names to make the sponsorship process more colourful.	SC
<u>4.3</u>	YP brought up that Prof Kong had given a verbal commitment by NTU to sponsor half the cost of the keynote speaker to the tune of \$2,000. The request was that the speaker would conduct a workshop as community project involving NTU undergraduates, JC and Polytechnic students (such as Gavel Clubs) and to be present at a joint meeting of the three NTU affiliated Toastmasters clubs.	Prof Kong
<u>4.4</u>	The committee felt that \$2,000 is too low to include whole day event for NTU. KS advised that Yokogawa paid \$5000 for Jim Key half day speaking at their Company. GH made a commitment of \$2,000, the other half of the sponsorship for the keynote speaker. GH also made similar request that the speaker would conduct the 2 nd half-day workshop for SRC Toastmasters. So total sponsorship for \$4,000 for World Champion full day workshop at 2	GH

<p><u>4.5</u></p>	<p>premises, had been more at less concluded. All team members applauded GH for his kind support! YP would speak to Dr. Khong on the above arrangement. YP had obtained sponsorship of :</p> <ol style="list-style-type: none"> 1 \$200 for door gift from Jenny Wong of Top- to-Toe Beauty School 2 \$2,300 for lanyard and bags from her previous ex-company, IMAGINiT Technologies <p>YP mentioned that if Jenny Wong were to sponsor the bags ultimately, then the \$2,300 sponsorship from her ex-company could be used in another area. (Jenny is the cousin of MH, she had kindly assisted YP/MG/JA to visit JB Convention and Tropical Inn). A record of thanks.</p>	<p>YP</p>
<p><u>5.0</u> <u>5.1</u> <u>5.2</u></p>	<p><u>The MAD Logo and website</u></p> <p>CY and RL designed the beautiful Logos. They were presented by RL.</p> <p>The committee voted for a design with the acronym MAD with line drawing of two persons dancing. RL had the copyright of these creative designs when YP asked.</p> <p>AM advised that the Logo should include only “English”, it might not be fair to include Mandarin, as District 80 has also Tamil and Thai Language Toastmasters Clubs. RL would therefore make minor changes and try different colour schemes for further comments and voting through email.</p>	<p>RL</p>
<p><u>6.0</u> <u>6.1</u> <u>6.2</u></p>	<p><u>MAD Team Performance</u></p> <p>YP brought up the need of a performance by committee members during the GALA night.</p> <p>She also mentioned the possibility of engaging professional artistes to put up performances.</p>	<p>YP/MG</p>
<p><u>7.0</u> <u>7.1</u> <u>7.2</u></p>	<p><u>Any other Business</u></p> <p><u>MAD Ideas</u> As time was running out, discussion was put on hold.</p> <p>At 10.00pm, the meeting was brought to a close by YP.</p>	

Minutes recorded by
Chin Mei Har
Vetted by
Tay Yiang Ping and Michael Rodrigues