

DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

MINUTES OF MEETING NO. 10

Date of Meeting : 20 Feb 2008
Time of Meeting : 8.00pm
Place of Meeting : Toa Payoh Central CC, Level 3 Mini theatre

Attendance

MAD Team			Present
1	Tay Yiang Ping	Chair	*
2	Mike Rodrigues	Co-Chair	*
3	Monica Goh	Treasurer	
4	Ryan Lim	Webmaster/Closing	
5	Chris Yam	Printer	*
6	Chin Mei Har	Closing/Secretary	*
7	Dayal Khemlani	Closing	
8	Elizabeth Thorarajo	Closing	
9	Goh Kheng Chuan	Closing	
10	Liu Ji Yin	Closing	*
11	Golam Hossain	Closing	
12	James Lim	Closing	
13	Joanne Koo	Closing	
14	John Tan	E&T	
15	James Tan	E&T	*
16	Yeo Chai Tun	E&T	*
17	Chan Boon Hwee	E&T	*
18	Kris Tay	Editorial	*
19	Albert Lim	Editorial	
20	Cheng Chia Yi	Editorial	
21	Edward Ma	Editorial	
22	Jenny Au	Hospitality	*
23	Angeline Koh	Hospitality	*
24	William Tang	Hospitality	
25	Rose Ho	Logistic	
26	Amy Ng Min Yin	Logistic	
27	Heru Adi Kusuma	Logistic	
28	John Choi	Logistic	
29	Winson Lim Wee Sing	Logistic	
30	Aziz Mustajab	Opening	*
31	Ashley He	Opening	
32	Esther Heng	Opening	
33	Ken Toh	Opening	
34	Laksha Mehta	Opening	
35	Lynda Neo	Opening	*
36	Raja Kumar	Opening	
37	Ruby Lai	Opening	*
38	Doreen Neo	Secretariat	*
39	Grace Tan	Secretariat	
40	Kong Pak Fee	Secretariat	*
41	Tay Tiam Teang	Secretariat	*
42	Ang Soh Hwa, Ashley	Secretariat	*

43	Chan Siew Peng (Esther)	Secretariat	
44	Edwin Seah	Secretariat	
45	Raymond Ho	Welcome/Gala	
46	Sam Chee Yee	Welcome/Gala	
47	Chee Kim Loon	Welcome/Gala	
48	Eng Zee Lin	Welcome/Gala	
49	Jeshua Solomon Judah	Welcome/Gala	
50	Lora Lee	Welcome/Gala	
51	David Liem	Welcome/Gala	
52	Lily Lim	Welcome/Gala	
53	Catherine Goh	Welcome/Gala	
54	Lim Bee Bee	Welcome/Gala	
Mandarin Programme			
55	Seah Min Choo		
56	Tay Lai Huat		
Tamil Programme			
57	Balasundaram		
58	G. Balachandran		
59	Sithara		
Top District Officers			
	Michael Wee		*
	Goh Wei Koon		

<u>Item</u>	<u>Subject</u>	<u>Action</u>
1.0	<u>Welcome Address by YP</u> YP thanked members for making time and effort to attend 10 th meeting.	Info
2.0	<u>Time Schedule</u> YP reported that so far the schedule has been on time. <ul style="list-style-type: none"> • Only three critical months left before our MAD Convention. • Two meetings will be scheduled in March, they will be replaced by Team Building on 23 Mar, Sunday, 1-6pm • Advertisements have to be confirmed and artwork submitted by end February. Lynda Neo is in charge of liaising with the advertisers. • By April, we have to pay up 80% of the charges to Suntec City. • Convention Registration will be closed by 29th February. • Events tickets will be on sales by 1st March with tickets ready soon. 	All
2.1	<u>Account/Sale Update</u> On behalf of the MAD Treasurer, Monica, YP went over the accounts. MAD Team were urged to contact those in their clubs who have yet to pay for their tickets. Total sales todate – 450, many still without names.. Khanita from Thailand will represent the Thai delegates. 20 tickets have been set aside for Thai toastmasters. Presently, \$33,000 in cash and kind have been pledged.	YPI
3.0	<u>Early Bird Lucky Draw</u> District Governor, Michael Wee, DTM, did the honour of picking the three	MG

	<p>lucky winners of the Night Safari tour donated by Monica Goh. The three lucky winners:</p> <ol style="list-style-type: none"> 1 Lim Ang Chew of Division L 2 Katherine Tan Ah Neo of Division B 3 William Tang of Division D 	
	<u>MAD Team Leaders' Presentation</u>	
<u>4.0</u> <u>4.1</u>	<p><u>Hospitality Team</u> Jenny reported that a total of 20 hotels had been contacted for the rates. The average cost is 250/- per night per room. Conrad Hotel: \$250/-++ Hotel Bencoolen \$118 to \$128/-net Strand Hotel and Bayview Hotel: about \$160/-</p>	JA
<u>4.2</u>	Jenny will sending out information to the overseas delegates to book hotel rooms on their own.	
<u>5.0</u>	<p><u>Opening Ceremony- Saturday, 24 May 08</u></p> <ul style="list-style-type: none"> - Lion Dance to welcome the Guest of Honour Abdullah at 8.45am. - Rose Ho will be sourcing for Lion Dance troupe. - There shall be 3 Speakers only. - Cheng Jia Yi shall escort DG Michael Wee up the stage. - Division Governor has the honour of declaring the Convention opened. However, he will demonstrate the courtesy of inviting the Guest to perform the honourable act with him - To form the March In, Aziz will contact directly with the all officials to be ready at Theatre and those who carrying flags. - Raja will be working with the Suntec technicians concerning the AV System. - The Sitting Arrangement can be a sensitive issue. Aziz will work with YP and MW, Logistic will then follow up to prepare the labels. 	Aziz RH
<u>6.0</u>	<p><u>Food & Beverage</u> Tea Break- 3 snack items is preferred, but it cost \$14.16 w GST. AK to ensure that the quantity is sufficient and may be consider 2 snack items in 1-2 Tea Breaks. Fri, 23 May Lunch –Suntec Porridge for District Officers, Volunteers & MAD Working Team Dinner- International Buffet Saturday, 24 May Lunch – Singapore Style Dinner – Chinese sit down dinner Sunday, 25 May Lunch - Mediterranean Cuisine</p>	AK
<u>7.0</u>	<p><u>MAD Convention Workshops -45min in duration</u> General Session – 1.30-2.15pm (Ed Hearn) Other workshops by 8 Speakers</p> <ol style="list-style-type: none"> 1 2.30 – 3.15pm 2 3.30 – 4.15pm <p><u>Tea Break at 4.15-4.45pm</u></p> <ol style="list-style-type: none"> 3 4.45-5.30pm <p>To facilitate smooth running of workshops, the following suggestions were made:</p>	E&T

	1 On-line Registration of Workshops in early April 2 Remainder will make Booking of workshops during Registration	
8.0	<u>Pricing for Single Events Tickets</u> A Welcome Night / Gala Dinner - \$98/- each B Contest cum Farewell Lunch \$80/- A+B= S160/-	
	<u>The meeting ended at 10.05pm.</u>	

Minutes recorded by MAD_SEC Chin Mei Har, submitted on Monday, 25 Feb 08 at 3.40pm.
 Vetted by OC Tay Yiang Ping and COC Michael Rodrigues