

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

MINUTES OF MEETING NO. 3

Date of Meeting : 17 April 2007
Time of Meeting : 7.30pm
Place of Meeting : Suntec Convention Centre Rm 210
Attendance

S/No	Names	Designation/Roles	Pres	Abs
01	Tay Yiang Ping (YP)	Organising Chair	√	
02	Michael Rodrigues (MR)	Co-organising	√	
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)	Open Ceremony	√	
12	Lynda Neo (LN)	Master of Ceremony	√	
13	John Tan (JT)	Education Programs	√	
14	Yeo Chai Tun (CT)	Education Programs		√
15	Raymond Ho (RH2)	Installation Night / Gala Dinner	√	
16	Chee Kim Loon (KL)	Installation Night / Gala Dinner	√	
17	Chris Yam (CY)	Printer / Designer	√	
18	Jenny Au (JA)	Hotel Liaison	√	
19	Rose Ho (RH)	Hotel Logistic	√	
20	James Tan (JT)	Education Programs	√	
21	Doreen Neo (DN)	Secretariat		√
22	Kong Pak Fee (PF)	Secretariat	√	
23	Tay Tiam Teang (TT)	Secretariat / IT	√	
24	Albert Lim (AL)	Co-Editor		√
25	Kris Tay (KT)	Chief Editor		√
26	Raja Kumar (RK)	Master of Ceremony	√	
27	William Tang (WT)	Hotel Logistics	√	
28	Bernard Gan (BG)	Hotel Logistics	√	
29	John Choi (JC)	Hotel Logistics	√	
30	Grace Tan (GT)	TBA	√	

Special Attendance

Present

S/No	Name	Designation
01	Poh Kim Siong (KS)	District 80 Governor
02	Michael Wee (MW)	LGET
03	Goh Wei Koon (WK)	LGM
04	Edward Ma (EM)	District Treasurer
05	Dr Khong Chooi Peng (CP)	IPDG

Item	Subject	Action
1.0	<u>YP welcomed the team for the meeting</u>	
2.0	<u>Tour of Suntec City Convention Centre</u>	

<p>2.1</p> <p>2.2</p>	<p>MR showed an introductory video of Suntec City Convention Centre.</p> <p>Suntec Convention Centre Staffs and JA led the team for a tour of the Convention Centre.</p> <p>The facilities usage would be tentatively as follows:</p> <table border="1" data-bbox="394 352 1243 674"> <thead> <tr> <th>RM</th> <th>Capacity</th> <th>Usage</th> </tr> </thead> <tbody> <tr> <td>RM 208</td> <td>150 – 170 (Theatre)</td> <td>Breakout</td> </tr> <tr> <td>RM 209</td> <td>150 – 170 (Theatre)</td> <td>Breakout</td> </tr> <tr> <td>RM 204</td> <td>50</td> <td>Tamil Breakout</td> </tr> <tr> <td>RM 205</td> <td>50</td> <td>Secretarial</td> </tr> <tr> <td>Theatre</td> <td>596</td> <td>Opening, Closing and Contests</td> </tr> <tr> <td>Ballroom 2</td> <td>50 Tables</td> <td>Welcome Night and Gala Dinner</td> </tr> </tbody> </table>	RM	Capacity	Usage	RM 208	150 – 170 (Theatre)	Breakout	RM 209	150 – 170 (Theatre)	Breakout	RM 204	50	Tamil Breakout	RM 205	50	Secretarial	Theatre	596	Opening, Closing and Contests	Ballroom 2	50 Tables	Welcome Night and Gala Dinner	
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<p>3.0</p>	<p><u>MAD Team Performance</u></p> <p>YP and LN arranged the Mulan Quan and Bollywood Dance Demonstration.</p> <p>YP informed that the classes for each type of Dance would be 10 sessions costing S\$50.00 for each session. The cost of the fan used was estimated S\$18.00.</p> <p>On top of selecting one dance, the following suggestions were put up:</p> <ol style="list-style-type: none"> 1. We would have 2 groups, each performing one dance. 2. Invite Division L to form a group to perform Malay dance. YP would check with Division L. <p>YP would send out emails to the team to collect feedbacks and votes.</p>	<p>YP</p>																					
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>Sponsorship</u></p> <p>YP updated the status of the sponsorship as follows:</p> <ul style="list-style-type: none"> o Golam Hossain - S\$2,000 o Lunch Actually - Violet Lim/Jamie - Advertisement - S\$300 o Dr. Khong – Advertisement, Inside Front Cover – S\$800 o Raffles Treats - John Tan - 2 Free Teabreaks for Pre-Convention Workshop, worth S\$800 o MCServ - Jenny Au - Half-day Free Talk for Pre-Convention Workshop o IMAGINiT – YP (ex-company) - Convention Bag and Lanyard - S\$2,300 o ebeautyasia - Mei Har (cousin)- Door Gift - S\$200 o Cristofori Music - Jian Bing, Div.L - S\$10,000 o Monica - Early Bird Prizes, S\$168 (not in Budget) <p>Total of <u>S\$17,000</u>.</p> <p>YP updated that the team would be ordering uniforms for the team. The uniform would be either a Jacket (S\$30.00 each) or Polo T-shirt</p>	<p>JA</p>																					

	<p>(S\$12.00 each). The supplier would donate pens for the convention bags.</p> <p>It was brought up that the convention centre would be providing pens, JA would check with the supplier to donate something else.</p>	
5.0	<p><u>Marketing and Ticket Sales</u></p>	
5.1	<p>YP showed the poster design to the team. 4 pull-up posters of size 80cm x 2m would be ordered. These posters would be used in various functions to promote the convention.</p>	
5.2	<p>YP updated that current ticket sales was 68.</p> <p>Michael Rodrigues – 10 paid Michael Wee – 10, unpaid Poh Kim Siong – 10, unpaid Gea Ban Peng – 10, unpaid Jenny + William – 10, unpaid MAD Team – 18 paid</p> <p>(YP forgot to mention 2 tickets were confirmed from Clara Chang and Sean Yang at Division S Contests)</p>	
6.0	<p><u>MAD Ideas</u></p>	
6.1	<p>MR introduced the appointments holders. He remained the team to form sub-committees and report the details during the main meeting.</p>	
6.2	<p>MR emphasized that it was the first time that the District was holding a convention in a world-class convention centre. This convention had to live up to the standard of the venue, Suntec City Convention Centre. The current top priority was to sell the tickets and ensure the place would be filled up.</p> <p>MR opened the floor for discussion.</p>	
6.3	<p><u>Hotel Information</u></p> <p>MW enquired about the hotel information for the oversea delegates. JA replied that she just formed her team to look into this matter. Her team members were RH, WT, JC and BG.</p> <p>SC suggested outsourcing this function to a travel agent. The agent would be able to get better price and provide better service. The committee agreed that this was an excellent idea. JA would discuss further with SC.</p>	JA and SC
6.4	<p><u>Breakout Session</u></p> <p>The following issues were raised about the breakout session:</p> <ol style="list-style-type: none"> 1. JT raised the concern that 150 persons in a breakout session might be too large. YP informed that there would be more breakout session if there would be sufficient fund. 2. SC commented about the uneven distribution in the breakout 	

	<p>sessions. MW informed that the TI International Convention require the attendee to mark the breakout choice during the registration. E&T Team will look into the suggestion, if the speakers/ trainers would confirm early. YP informed that in past practise, the entrance tickets were issued on the actual day.</p> <p>3. MW enquired about the availability of rooms for more breakout sessions. YP informed that the committee booked 3 rooms for breakout sessions primarily because of the deposit requirement. There were many other rooms available for booking.</p> <p>6.4 <u>Marketing</u></p> <p>6.4.1 MW and AM separately enquired about the Marketing Chair. YP informed that MR and she would be personally chairing the marketing committee and everyone would be involved.</p> <p>6.4.2 SC pointed out that our target of 300 was too few. The issue was how we make them sign up. The committee agreed to set the target of 500 to fill the 596 auditorium.</p> <p>6.4.3 SC proposed to go aggressive marketing to get people sign up. There was concern that the marketing would overshadow the Nov 07 Semi-annual convention, especially the difference in prices. MW assured that the committee need not wait till November to go aggressive. He pointed out that the other team had their one year ahead to confirm the early birds. He added that this team may even inspire the other team to work harder.</p> <p>6.4.4 SC asked on the incentive for the members to sign up early. YP replied that the early bird price was S\$268 compared to Hong Kong's S\$271. There was also a lucky draw for the early birds only.</p> <p>SC suggested the followings:</p> <ol style="list-style-type: none"> 1. Give out CD to early birds 2. Extend the S\$268.00 promotion at the road show during the Club Officers' Trainings. <p>MW and YP were concerned about the bottom line. YP explained further that the despite of the careful budgeting, the past conventions were running either nearly or at a loss. Now, the cost per person was S\$292. The convention was running at a lost of S\$24.00 per person at a price of \$268.00. S\$338 price was used to cover the potential lost.</p> <p>SC and RH2 assured that there was still time to revise the budget and make it possible. They explained that the committee should work out how many tickets sale of S\$268.00 to cover the cost and the committee work towards hitting that target.</p> <p>Due to the time constrain, YP, MR, SC and RH2 would carry on the</p>	
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YP, MR, SC

<p>6.4.5</p> <p>6.4.6</p> <p>6.5</p> <p>6.5.1</p>	<p>discussion offline.</p> <p>RH2 and SC suggested that the price in the poster to put as “S\$298.00 before 21st November 2007” instead of “Early Bird price of S\$268.00 till 20th May 2007”. This will give the marketing team advantages to sell the tickets. YP agreed to the suggestion and the poster would be amended accordingly.</p> <p>MW updated that there would be a District Officers’ Training on 30 June 2007. The committee was given a slot to show the Officers around at Suntec and to sell the tickets during the event.</p> <p>RH2 proposed to have a taskforce in Thailand, Hong Kong and Macau to promote the event. YP updated that once the Division H, K and T Governors were elected, she would engage their help.</p> <p>Others</p> <p>MR updated that there was a S\$2000.00 budget for each event (Welcome Dinner and Gala dinners) for performance and others.</p>	<p>and RH2</p> <p>YP</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p><u>Any other Business</u></p> <p>YP and MR would organize a meeting to come out with a marketing plan during the Hong Kong Convention. The date and venue to be confirmed.</p> <p>At 10.00pm, the meeting was brought to a close by YP.</p>	<p>YP</p>

Minutes recorded by
Chee Kim Loon
Vetted by
Tay Yiang Ping and Michael Rodrigues