

DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

MINUTES OF MEETING NO. 4

Date of Meeting : 30 May 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	•	
02	Michael Rodrigues (MR)	Co-organising Chair	•	
03	Chin Mei Har (MH)	Secretary	•	
04	Monica Goh (MG)	Treasurer	•	
05	Chan Boon Hwee (BH)	Assistant Treasurer	•	
06	Sam Chee Yee (SC)	Welcome Night	•	
07	Jeshua S Judah (JJ)	Welcome Night	•	
08	Aziz Mustajab (AM)	Opening Ceremony	•	
09	John Tan (JT)	Education Programs		•
10	Yeo Chai Tun (CT)	Education Programs		•
11	James Tan (JT)	Education Programs		•
12	Raymond Ho (RH)	Installation Night / Gala Dinner	•	
13	Chee Kim Loon (KL)	Installation Night / Gala Dinner		•
14	Eng Zee Lin	Installation Night / Gala Dinner		•
15	Jenny Au (JA)	Hotel Liaison/ Hospitality	•	
16	William Tang (WT)	Hotel Liaison/ Hospitality	•	
17	Angeline Koh (AK)	Hotel Liaison/ Hospitality	•	
18	Rose Ho (RO)	Hotel Logistic	•	
19	Heru Adi Kusuma	Hotel Logistic	•	
20	Bernard Gan (BG)	Hotel Logistic		•
21	John Choi	Hotel Logistic		•
22	Doreen Neo	Secretariat	•	
23	Kong Pak Fee (PF)	Secretariat	•	
24	Tay Tiam Teang (TT)	Secretariat / IT		•
25	Kris Tay (KT)	Chief Editor	•	
26	Albert Lim (AL)	Co-Editor	•	
27	Eric Lau (EL)	Editor		•
28	Chris Yam (CY)	Printer / Designer		•
29	Lynda Neo (LN)	Master of Ceremony		•
30	Raja Kumar (RK)	Master of Ceremony		•
31	Joanne Koo	Master of Ceremony		•
32	James Lim	Master of Ceremony		•
33	Ryan Lim (RL)	Website		•
34	Golam Hossain (GH)	Auditor	•	
35	Liu Ji Yin (JY)	Auditor		•
	Special Attendance			
01	Michael Wee (MW)	LGET	•	
02	Edward Ma (EM)	District Treasurer	•	

<u>Item</u>	<u>Subject</u>	<u>Action</u>
<u>1.0</u>	Welcome Address by YP	YP
<u>2.0</u> <u>2.1</u>	<u>Checking of T-Shirt Size</u> JA requested that all members present had to try out the samples of the T-shirts to ascertain their sizes. YP emphasized that JA had to convert the American sizes to our local sizes so that those who could not be present would also get to enjoy the right fit.	JA
<u>3.0</u> <u>3.1</u> <u>3.2</u> <u>3.3</u> <u>3.4</u>	<u>Distribution of MAD Flyers to club Representatives</u> District 80 has over 4642 paid members on 30 April 07. YP had printed 6000 flyers enough to distribute one flyer to each member. It was felt that the Area Governors should distribute the flyers to the presidents of the clubs. SC and the others felt that perhaps committee members should visit the clubs and sell the convention package. COT would be the best time to market our event and to give out the flyers. According to Aziz, Division Z shall be having their COT on 3 rd July while Division S shall have theirs on 21 July. MW to inform COT dates for all divisions once available, Sam and Raymond volunteered to head the marketing. YP reported that Hong Kong (Division H&K), Thailand (Division T) and Mandarin Division L each received 400 flyers during the convention in May 2007.	SC/RH MW
<u>4.0</u>	<u>MAD Team's Observation in HK Convention and the necessary Adoption for Annual Convention 2008</u> YP reported that the HK Convention was professionally done, with these observations, and we are prepared to adopt the good practices. 1 <u>Logistics:</u> There were enough wired and wireless microphones for speakers to use at all times, including the Table Mics for District Council meeting, 2 <u>Mandarin Contest</u> was held in the afternoon after the District Council meeting, we have proposed to Mandarin Division to hold contest at Theatre after the Opening Ceremony 3 <u>Welcome Night</u> , With Theme of "Hollywood Night", the delegates costumes were gorgeous, beautiful and handsome MC, many Divisions had representative to sing on stage, best dress group/individual contest, high standard dancing performance by Toastmasters from Thai and HK. - <u>MAD Theme</u> of the Night is important. 4 <u>Opening Ceremony</u> , the attire was formal including HK Culture performance, World Champion was invited on stage to create fun too. 5 <u>Breakout Sessions</u> , there was a wide variety of breakout session topics. Two - 4 Concurrent workshops, 2-4pm, 1 hour each, 3 English, 1 Mandarin. One – 3 Concurrent workshops, 4-5.30pm, 1 for English (for World Champion), 2 for Mandarin. (please refer attached) - <u>For MAD Breakout</u> , we shall have 3 plus 1 room, as the Tamil Toastmasters shall also be staging a contest for the first time. Whiteboard for listing of breakout sessions can be improved.	YP GT MH Logistics Tamil Rep ALL

	<p><u>Tamil Delegates</u>, we are looking forward to have at least 20 full event Tamil delegates; a room of 50 pax has been reserved for Tamil delegates.</p> <p>6 Gala / Installation Night, some simple soft music (keyboard), and two solo singers performing on stage, District Officers Installation was solemn, able to capture attention. The guests were invited to the dance floor with dancers before closing. - MAD 2 Ballroom Dinners, it would be good to provide the dance floor too. If space is a constraint due to too many participants, we can consider using the stage, but have to be careful to dance on stage.</p> <p>7 Contest and Closing ceremony was simple, end with group singing. - MAD Logistics in charge shall look for the appropriate stands for flags. Perhaps we should work closely with Semi Annual Convention 2007 to pass over the flags and stands to us.</p> <p>8 Time control at HK convention was superb. Therefore those in charge of the opening, closing ceremonies, gala dinners etc have to study the programme that shared by the HK Organising Team, which was sent by YP through the email.</p> <p>9 MR pointed out the elevated status of Suntec City as a renowned Convention centre. Consequently, we need to put in the extra effort to produce a top notch Toastmasters Convention.</p> <p>10 Different coloured lanyards were used in HK to differentiate between the committee members and the delegates. This was to help delegates in need of help look for the right people to assist them.</p>	
5.0	<u>Update of Sale /Sponsorship</u>	
5.1	MG reported that 208 people have signed up, of which 188 places have been fully paid for.	MG
5.2	A total of \$20,000 has been obtained in terms of sponsorship. AM has volunteered to take up the Advertisement slot, all has given him a big applause for his contribution, and to Golam contribution too.	Info AM
5.3	<u>Revised Budget</u> Additional cost (\$3,000) for sound and lighting for ballrooms is required in the budget plan to enhance the appearance of Ballroom stage and banner. We would hope to raise over and above the \$30,000. YP urged all Team members to work hard in getting Sponsorship through either Advertisement or sponsor-in-kind.	YP ALL
6.0	<u>Some Reports from the Sub-Committees</u>	
6.1	<u>Report from the Hotel Liaison in Charge</u> JA introduced her sub-committee members: Angeline Koh and William Tang Rose Ho, John Choi, Bernard Gan and Heru will look after all the logistics aspect of the convention.	JA and her comm. members

	<p>JA reported that she is looking into tie-ups with hotels to offer favourable rates to our delegates.</p> <p>YP reported that she hoped to persuade past and present top district officers to sponsor a lunch for the delegates after the closing ceremony.</p> <p>The Mandarin Contest shall require a room for 200 attendees.</p> <p>(For further details, kindly refer to the appendix supplied by JA)</p>	
<u>6.2</u>	<p><u>Report from Welcome Night Committee</u></p> <p>SC heads this committee with his handpicked committee members.</p>	SC
<u>6.3</u>	<p><u>Report from Opening Ceremony Committee</u></p> <p>This committee is headed by a veteran of Toastmasters Conventions, Aziz Mustajab.</p> <p>His committee consists of</p> <p>Toh Han Boon, Ken (Bukit Batok Toastmasters)</p> <p>Joanne Koo (Queenstown Toastmasters, recommended by YP)</p> <p>Lynda Neo (Raffles Town Club Toastmasters)</p> <p>Golam Hossain (SRC Toastmasters)</p> <p>AM gave details of how the opening ceremony would be conducted based on the World International Convention. He gave the committee an idea of how he wanted the opening ceremony to be conducted- with pomp and solemnity as befitting the occasion. AM may adopt idea to have a joint singing session at the opening ceremony. AM mentioned engaging the service of a Susan Wong (non-Toastmaster) who demonstrated her skill in singing, dancing and establishing a rapport with the audience. However, MW cautioned that the performance for the opening ceremony ought to be culture based.</p>	AM and comm. members
<u>6.4</u>	<p><u>Gala Dinner</u></p> <p>Raymond Ho has kindly agreed to replace Chee Kim Loon, as KL is now the District Secretary in the new term. He requested YP to reserve 12 Early Birds for his committee members.</p>	RH and comm. members
<u>6.5</u>	<p><u>Report from the Closing Ceremony Committee</u></p> <p>MH heads this committee. The committee members are:</p> <p>Golam Hossain (SRC)</p> <p>Dayal Khemlani (SRC)</p> <p>Elizabeth Thorarajoo (Ngee Ann Poly)</p> <p>Ong May Yan (Bukit Timah)</p> <p>MH mentioned that she would refer and learn from the experience of the HK convention and should have a meeting by July 2007.</p> <p>All leaders have planned their sub-committees meeting in July 2007, hopefully before the next MAD Team Meeting.</p> <p>MR reiterated that leaders and members have to think out of the box to give a fresh twist to the convention. All leaders are obliged to keep the secretary informed of their meetings so that the chair and co-chair can attend.</p>	MH and comm. Members
<u>7.0</u>	<u>Any other Business</u>	
<u>7.1</u>	<p>Distribution Network</p> <p>SC again brought up the need for a distribution network to ensure that all toastmasters have access to our flyers. Perhaps working hand in hand with Area Governor would be a good idea.</p>	All
<u>7.2</u>	<p>YP mentioned that 90 toastmasters from Division D have signed up for the convention. We hope to register more members from other divisions. Based</p>	

	<p>on Singapore 2006, we would expect 60 delegates from HK and 20 from Thailand.</p> <p>More Thailand delegates will register for Singapore 2007, as they will host the next semi- convention 2008, therefore we may have less delegates from Division T, Thailand.</p>	
<u>8.0</u>	<u>Bonding for Committee Members</u>	
<u>8.1</u>	<p><i>MAD Ideas</i></p> <p>JJ brought up the issue of spending a day and night together so as to get to know each other better which would translate into greater cohesiveness and better working relationship.</p>	
<u>8.2</u>	<p>The idea of where the MAD logo should be 'sited' on the T-shirt was aired. Owing to the constraint of time, we shall broach it over email.</p> <p>As time was running out, discussion was put on hold.</p>	
<u>8.3</u>	At 10.00pm, the meeting was brought to a close by YP.	

Minutes recorded by

Chin Mei Har

Vetted by

Tay Yiang Ping and Michael Rodrigues