

DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

MINUTES OF MEETING NO. 5

Date of Meeting : 30 July 2007
Time of Meeting : 7.45pm
Place of Meeting : Toa Payoh Central CC, Level 3 Mini-theatre

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/Closing Ceremony(CC)	•	
04	Monica Goh (MG)	Treasurer	•	
05	TBA	Assistant Treasurer		
06	Sam Chee Yee (SC)	Welcome Night	•	
07	Jeshua S Judah (JJ)	Welcome Night/OC	•	
08	Aziz Mustajab (AM)	Opening Ceremony(OC)	•	
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 (JC)	Hotel Logistic	•	
22	Doreen Neo (DN)	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(JK)	Master of Ceremony	•	
32	James Lim(JL)	Master of Ceremony		•
33	Ken Toh	Master of Ceremony	•	
34	Ryan Lim (RL)	W'site/Contest&Closing Ceremony	•	
35	Golam Hossain (GH)	Auditor		•
36	Liu Ji Yin (JY)	Auditor/C&CCReception	•	
37	Goh Kheng Chuan(KC)	Contest/Closing Ceremony	•	
38	Sithara (S)	Tamil Programme	•	
39	William Tay Lye Huat(LH)	Mandarin Programme	•	

40	Seah Min Choo(MC) Special Attendance	Mandarin Programme	•	
01	Michael Wee (MW)	District Governor	•	
02	Goh Wei Koon (WK)	Lt Governor for Edun&Training	•	

Item	Subject	Action																					
1.0	<u>Welcome Address by YP</u> Special Welcome to DPRO Min Choo, Division L Governor William Tay, Sithara of Napani Tamil Club and new Emcee Joanne Koo	YP																					
2.0 2.1 2.2 2.3 2.4 2.5	<u>Revised Time Schedule/Organisation Chart</u> YP pointed out the changes found in the Revised Time Schedule which was distributed to all members printed on the other side of the Agenda of the 5 th Meeting. Over 63% of the tickets have been sold, “half the battle is won!” based on the previous target of 500 tickets. There is a strong likelihood that the new target might be 600. As Suntec City Convention Theatre is a 600- seater, to achieve a ‘full house’ effect, the deadline for sale of 100% tickets is Jan 08 The Individual Events tickets such as Dinner and Mandarin Contests will be available in Feb/ Mar 08. Further promotion shall be done at the Division Contests in October and at the second COT in Dec 07/Jan08. To date, there are 40 MAD committee members, including the members of the sub-committees but excluding the top district leaders. YP brought up that members should turn up at MAD meetings to interact and to know what other groups are doing so far.	YP SC																					
3.0	<u>Revised Budget/Account</u> Monica advised the total revenue would amount to \$94,064, include unpaid registration. The Net Proceeds should amount to \$79,177,22. <table border="1" data-bbox="347 1247 1073 1472"> <thead> <tr> <th>s/no</th> <th>Status of Sale of Tickets</th> <th></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Paid in cash</td> <td>156</td> </tr> <tr> <td>02</td> <td>Paid with credit cards</td> <td>87</td> </tr> <tr> <td>03</td> <td>Deposits only</td> <td>4</td> </tr> <tr> <td>04</td> <td>With Sam</td> <td>12</td> </tr> <tr> <td>05</td> <td>Confirmed sale but unpaid</td> <td>71</td> </tr> <tr> <td></td> <td>Total number of Registrants</td> <td>330</td> </tr> </tbody> </table> Monica called for volunteer as Assistant Treasurer, as Boon Hwee is busy with her new assignment.	s/no	Status of Sale of Tickets		01	Paid in cash	156	02	Paid with credit cards	87	03	Deposits only	4	04	With Sam	12	05	Confirmed sale but unpaid	71		Total number of Registrants	330	MG Info
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4.0	<u>Report from Tamil Representative, Sithara</u> Sithara reported the status of level of commitment from the 3 Tamil clubs, namely, Singapore Tamil, Napani and TLCS She assured MAD committee that 2 tables will be taken up. A Tamil speech contest/workshop shall be run for the first time in the history of District 80. She will make more detailed reports at the next meeting.	S																					
5.0 5.1	<u>Sales and Marketing</u> Sam reported that 30 tickets were sold during the promotion at District	SC																					

<p><u>5.2</u></p> <p><u>5.3</u></p>	<p>Officers Training and Club Officers Training of Division D, U, S & Z. His sales pitch was 'Food, Fun and Fellowship' as well as glamour of speaking from the platform of Suntec City's Convention Theatre. He expects 60 Hongkong delegates as this has been the traditional practice.</p> <p><u>Strategies</u></p> <ol style="list-style-type: none"> 1 To give members one- in- 20 DVD of World Champion Speaker 2006 from Ed Hearn for on-the-spot signing up. 2 Presenting of MAD T-shirt to Area Governors who recruited 5. 3 Blasting through circulation with email newsletter by LGET 	<p>SC</p>
<p><u>6.0</u></p> <p><u>6.1</u></p> <p><u>6.2</u></p> <p><u>6.3</u></p>	<p><u>Sampling of T-Shirt Size/T-shirt Voting</u></p> <p>JA requested that all members present to vote either for the white MAD or apple green MAD T-shirt.</p> <p>Vote: Apple Green – 60 pcs for MAD Team</p> <p>Many expressed that the size would more of a local size rather than American size. As a gauge, YP has to take the XL size. It was noted that we have to add one size more put against the American size due to the 'sports fit' cutting.</p>	<p>JA</p>
<p><u>7.0</u></p> <p><u>7.1</u></p> <p><u>7.2</u></p> <p><u>7.3</u></p> <p><u>7.4</u></p>	<p><u>MAD Performance</u></p> <p><i>Kung Fu</i> Dance will be performed at the Gala Dinner of the Semi-Annual Convention in November 2007.</p> <p>Training will start in Aug/Sep covering 8 sessions at \$50/- per session to be carried out in Queenstown Community Club, either on Monday, Wednesday or Thursday. Email will be sent to MAD team to select the dates.</p> <p>The <i>Bangra</i> Dance will be performed during the MAD Convention. Aziz commented that the standard of dancing done by Suntec City's dancers when had a tour sampling in April, was low and not authentic.</p> <p>Jeshua offered to source out an instructor from the Kalsa Association. It was suggested that we get one or two professional dancers to do the Bangra while the MAD dance along.</p>	<p>YP ALL</p> <p>JJ</p>
<p><u>8.0</u></p> <p><u>8.1</u></p> <p><u>8.2</u></p> <p><u>8.3</u></p> <p><u>8.4</u></p>	<p><u>Report from the Secretariat</u></p> <p>Doreen reported that there are 6 members in her sub-committee. Convention bags with the printing of Toastmasters logo in one colour costs between \$4.10 to \$7.00.</p> <p>Pictures of these bags were projected on the screen and Doreen and Jenny will bring some samples at next meeting</p> <p>The lanyard might cost \$1.50.</p> <p>WK expressed that this was too costly. Doreen shall look for more sources, including our T-Shirt sponsors Gifton.</p>	<p>DN</p>
<p><u>9.0</u></p> <p><u>9.1</u></p> <p><u>9.2</u></p>	<p><u>Report by Welcome Night Committee</u></p> <p>Sam reported that the two committees – Welcome & Gala Night/Installation Ceremony Committee have combined into one for better handling of the two nights' events.</p> <p>10 members shall be recruited. YP suggested that we should try to recruit from our present lot of members before bringing in new members. Sam proposed a Cultural Night theme for Welcome Night, he promised plenty of fun for all.</p>	<p>SC</p>
<p><u>10.0</u></p> <p><u>10.1</u></p> <p><u>10.2</u></p>	<p><u>Report by Opening Ceremony Committee</u></p> <p>Aziz reported the Guest of Honour may be Speaker of Parliament, Mr Abdullah Tarmugi.</p> <p>His committee has expanded to include Ruby Lai (President of Civil Service</p>	<p>AM</p>

<u>10.3</u>	Club and Laksha Mehta, Asst Division Z Governor for Marketing. The first meeting shall be held on 6 Aug07 at 7pm at AIA Alexandra.	
<u>11.0</u> <u>11.1</u> <u>11.2</u> <u>11.3</u> <u>11.4</u> <u>11.5</u> <u>11.6</u>	<u>Report by Breakout Sessions/Pre-convention Committee</u> John reported that the Mandarin Speech Contest would be held in the theatre on Saturday from 2pm to 4.30pm. 3 English Breakout Rooms, take 150, 150 and 50, 2 sessions in each room. WK questioned how workable this would clash with the Breakout sessions and thus dilute this particular segment. John explained the constraint of space if we exceed 500 delegates. YP, with her observation of past Division L Events, has full confidence that Division L will be able to fill up the Theatre, if they would invite School Teacher/Student, and Toastmasters that do not buy full convention packages.. It was decided that William Tay LH, who is in charge of the Mandarin Programme be consulted as to which slot would be more suitable, and the feasibility of using Theatre. John and his team have invited Dr. Arul, Past District 51 Governor for Memory Technique Workshop to create awareness to MAD Convention, and to raise some funds. Date has confirmed on 12 Jan. Mei Har has agreed to swift the Division D 2 nd COT to 19 Jan. Mike pointed out that it might crash with other Division(s) COT too.	JT
<u>12.0</u> <u>12.1</u> <u>12.2</u> <u>12.3</u> <u>12.4</u>	<u>Report by Gala Dinner/Installation Ceremony</u> Raymond reported of the need to look for 10 more members. He proposed a Salsa Night for Gala Dinner. This sub-committee shall meet on 23 rd August. The draft programme shall be ready by November 2007. WK suggested that the main programmed by completed by 10.30pm so as to give the contestants enough time to rest. RH assured that the last dish will be served by 10pm.	MH
<u>13.0</u> <u>13.1</u> <u>13.2</u> <u>13.3</u>	<u>Report by Contests & Closing Ceremony Committee</u> MH acknowledged that she followed closely the experience garnered by the HK convention C&CC committee. She had recruited Goh Kheng Chuan into her committee consisting of Dayal Khemlani and Elizabeth Thorarajoo. WK told MH to email him the Run-down of the programme and he shall make the necessary adjustments.	All
<u>14.0</u> <u>14.1</u> <u>14.2</u> <u>14.3</u>	<u>Report by Mandarin Speech Contest</u> William Tay LH asked regarding the use of rooms on Friday when 300 seats are provided. He also noted the Organising committee is providing the Theatre of 596 seats for Division L Contests on Saturday. He and his team will work on the feasibility of taking up the theatre, and will make a more detailed report at the next meeting. The meeting ended punctually at 9.45pm by Mike.	LH

Minutes recorded by Chin Mei Har

Vetted by Tay Yiang Ping and Michael Rodrigues