

# DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

## MINUTES OF MEETING NO. 6

**Date of Meeting** : 31 Aug 2007  
**Time of Meeting** : 7.45pm  
**Place of Meeting** : Toa Payoh Central CC, Level 3 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/Closing Ceremony(CC)	•	
04	Monica Goh (MG)	Treasurer	•	
05	Sam Chee Yee (SC)	Welcome Night	•	
06	Jeshua S Judah (JJ)	Welcome Night/OC		•
07	Aziz Mustajab (AM)	Opening Ceremony(OC)		•
08	John Tan (JT)	Education Programs		•
09	Yeo Chai Tun (CT)	Education Programs	•	
10	James Tan (JT)	Education Programs	•	
11	Raymond Ho (RH)	Installation Night / Gala Dinner		•
12	Chee Kim Loon (KL)	Installation Night / Gala Dinner	•	
13	Eng Zee Lin	Installation Night / Gala Dinner		•
14	Jenny Au (JA)	Hotel Liaison/ Hospitality	•	
15	William Tang (WT)	Hotel Liaison/ Hospitality	•	
16	Angeline Koh (AK)	Hotel Liaison/ Hospitality		•
17	Rose Ho (RO)	Hotel Logistic	•	
18	Heru Adi Kusuma	Hotel Logistic	•	
19	Bernard Gan (BG)	Hotel Logistic		•
20	John Choi (JC)	Hotel Logistic		•
21	Doreen Neo (DN)	Secretariat		•
22	Kong Pak Fee (PF)	Secretariat		•
23	Tay Tiam Teang (TT)	Secretariat / IT		•
24	Kris Tay (KT)	Chief Editor	•	
25	Albert Lim (AL)	Co-Editor		
26	Eric Lau (EL)	Editor		•
27	Chris Yam (CY)	Printer / Designer		•
28	Lynda Neo (LN)	Master of Ceremony		•
29	Raja Kumar (RK)	Master of Ceremony		•
30	Joanne Koo(JK)	Master of Ceremony		•
31	James Lim(JL)	Master of Ceremony		•
32	Ken Toh	Master of Ceremony		•
33	Ryan Lim (RL)	W' site/Contest&Closing Ceremony		•
34	Golam Hossain (GH)	Auditor		•
35	Liu Ji Yin (JY)	Auditor/C&CCReception		•
36	Goh Kheng Chuan(KC)	Contest/Closing Ceremony		•
37	Sithara (S)	Tamil Programme		•
38	William Tay Lye Huat(LH)	Mandarin Programme		•
39	Seah Min Choo(MC)	Mandarin Programme	•	

40	Amy Ng (AN)	Logistics	•	
	<b>Special Attendance</b>		•	
01	Michael Wee (MW)	District Governor	•	
02	Goh Wei Koon (WK)	Lt Governor for Edun&Training		•
				•

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1.0</b>	<b><u>Welcome Address by YP</u></b> YP welcomed Amy Ng, Area S3 Governor. Amy shall serve in the Logistics sub-comm.	YP
<b>2.0</b> <b>2.1</b>	<b><u>MAD Team Performance at Semi Annual Convention</u></b> The scheduled dates for training with the Dance instructor: 1(Mon), 4(Thur), 15 (Mon), 18 (Thur), 29 (Mon) October and 12 (Mon) November. Performance item: Mulan Quan Venue: Queenstown Community Club	YP
<b>3.0</b> <b>3.1</b> <b>3.2</b>	<b><u>76<sup>th</sup> TI Annual Convention</u></b> There were over 1000+ delegates from 80 countries around the world. The highlight was the International Speech Contest. YP was impressed with the <b>booths</b> manned by volunteers wearing vests with the Toastmasters logo. These booths were for: 1 Re-printing of name tags for those with misprinted ones. 2 Sale of individual tickets to specific segments of the convention. 3 Tour of Arizona with the Hospitality sub-comm giving advice as to what to see and do in Arizona.	YP
<b>3.3</b>	Some wooden-stands placed with posters on event details and proceeding, eg. Credential Desk details. <b><u>Convention Bags and Lanyards</u></b> YP noted that the convention bags were light and simple with the sponsors' name printed in small font on the bags. These were only given out on the second day of the convention. The lanyards had no words printed on them and therefore helped save cost.	Info
<b>3.4</b>	<b><u>Programme Booklet</u></b> There was information about the Breakout Speakers to help delegates make informed choices	
<b>3.5</b>	<b><u>Opening Ceremony</u></b> There were 3 rehearsals with special emphasis that the flag bearers to enter the hall with broad smiles	
<b>3.6</b>	The proceedings were simple and elegant The backdrop throughout the convention was the blown-up Toastmasters Logo. All photos are uploaded at <a href="http://picasaweb.google.com/tayyping/TIConventionArizona2007">http://picasaweb.google.com/tayyping/TIConventionArizona2007</a>	
<b>4.0</b> <b>4.1</b>	<b><u>Highest Award at TI Convention</u></b> This was awarded to a non toastmaster for her outstanding contribution towards effective communication.	TI
<b>4.2</b>	On this note, YP brought up that the Actor and Director, Jack Neo was given this award in Singapore in Convention 2003 for similar achievements.	MW
<b>4.3</b>	However, DG mentioned that the decision did not come from the Convention	

	committee but pondered over by the senior district leaders.	
<b>5.0</b>	<b><u>Chief Editor's Report</u></b>	KT
<b>5.1</b>	On 24 August, the sub-comm had the first meeting.	
<b>5.2</b>	It was felt that the most cost effective size for the Programme booklet shall be A5 size with 80 pages.	
<b>5.3</b>	The cover design and contents shall be in line with the theme - <b><u>Make a Difference.</u></b>	GOH MW
<b>5.4</b>	<b><u>Contentss:</u></b> Guest of Honour, Abdullah Tarmugi – 1pp Keynote Speaker World Champion – 1pp International Director – 1pp DG – 1pp LGET/LGM – 1pp Breakout Sessions – 6 speakers (short profile) – 3pp Mandarin speakers – 2 speakers (short profile) – 1pp Tamil Workshop/Contest – 1pp Organising Chair 1pp Co-chair – 1pp Organising Committee – 1pp Team picture – 1pp (all wearing MAD T-shirts) Chief Editor – 1pp Programme – 2pp Breakout Sessions Programme – 2pp Past District Leaders + Past Champions listing – 1pp Promotion for Semi Annual 2008 & Annual 2009 Conventions – 2pp Advertisements – 18pp + 1 Inside Front Cover + 1 Inside Back Cover + 1 Back Cover Acknowledgement for Sponsors - 1 pp Blank pages B&W - for taking notes Others – Articles through submission for Contests	
<b>5.5</b>	Call fo Articles through Contests – Theme: Make A Difference Chief Judge – Albert Lim DAM	
<b>5.6</b>	KT proposed a date-line of late March or early April 08 for the submission of articles. MH cautioned that more time and care be exercised over the vetting of the articles received from the printers to ensure minimal errors as such can be embarrassing.	
<b>6.0</b>	<b><u>MAD Convention Programme Booklet Advertisement &amp; Sponsors</u></b> New Advertisers update with thanks: SRC, Megalink. New Sponsors update with thanks: Ji Yin  William Tang requested for information concerning the publicity for the advertisers. As soon as the commitment for advertising space is made, it shall be posted in our Toastmasters Website.	YP
<b>7.0</b>	<b><u>Sales and Marketing</u></b>	SC
<b>7.1</b>	District Officers Incentive: 'Limited Edition' MAD T-shirts. He expects 60 Hongkong delegates as this has been the traditional practice.	

<p><b><u>7.2</u></b></p> <p><b><u>7.3</u></b></p> <p><b><u>7.4</u></b></p>	<p>Presently only 20 signed up.</p> <p><b><u>Personal Effort sells</u></b> Further promotion shall be done at the Division Contests in October and at the second COT in Dec 07/Jan08. As there is overlapping of Division Contests, SCY asked for helpers to handle the promotion. He is willing to provide the powerpoint slides and training.</p> <p><b><u>Strategies</u></b></p> <ol style="list-style-type: none"> <li>1 To give members one- in- 20 DVD of World Champion Speaker 2006 from Ed Hearn for on-the-spot signing up.</li> <li>2 Presenting of MAD T-shirt to Area/Div. Governors who recruited 5.</li> <li>3 Blasting through circulation with email newsletter by LGET</li> </ol> <p>To date, 350 (70% of target 500) toastmasters have signed up for the MAD Convention.</p>	
<p><b><u>8.0</u></b></p> <p><b><u>8.1</u></b></p> <p><b><u>8.2</u></b></p> <p><b><u>8.3</u></b></p> <p><b><u>8.4</u></b></p> <p><b><u>9.0</u></b></p> <p><b><u>9.1</u></b></p>	<p><b><u>Welcoming Night</u></b> All participants for the dinner will be encouraged to dress for the occasion, the funnier, crazier, madder the attire, the more fun will be generated. This brings about greater fellowship</p> <p>There shall be MAD 'policemen' advising attendees to rent MAD costumes if they do not come <b><u>in them.</u></b></p> <p><b><u>Suggestion for games</u></b> Outrageous costume contest Bingo with a Twist Searching for trivialities among the group such as the 5-cent coin.</p> <p>Despite the fun and frenzy, <b>safety will be taken care of.</b></p> <p><b><u>Opening Ceremony</u></b> DG MW commented the programme sent by Aziz - DG commented that there was too much movement and change of people up and down the stage.</p> <p>YP remarked the sub-comm meeting took place before the TI Convention in Arizona.. May consider TI Convention, with DG as Emcee to welcome VIP and delegate, followed by introducing GOH and Planary Speaker , Edward Hearn, 2006 World Champion of Public Speaking. More details to be discussed offline with Aziz.</p>	<p>SC</p> <p>SC</p>
<p><b><u>10.0</u></b></p> <p><b><u>10.1</u></b></p> <p><b><u>10.2</u></b></p>	<p><b><u>Education &amp; Training Sub-comm</u></b> <b><u>Pre-convention Workshop to be held on Sat, 12 Jan 08</u></b> CT reported that Dr Arul does not charge any fee. However, the sub-comm proposed to publish and sell his book during his talk or even before to toastmasters, the revenue will be used for the running of workshop including the expenses for Dr. Arul's air ticket, accommodation and other costs, etc. However, this manner has yet to be endorsed by senior district leaders who require more details before coming to a decision. The E&amp;T sub-comm shall be meeting on 3 Sep for further discussion.</p> <p><u>The sub-comm will liase with LGET concerning the choice of speakers for the Breakout session.</u></p>	<p>CT</p> <p>E&amp;T</p>

<p><b><u>11.0</u></b></p>	<p><b><u>Gala Dinner / Installation Ceremony</u></b></p> <p>Sam reported that both Welcome and Gala Dinner Team are the same. The installation ceremony takes up one and a half hours. The theme is Salsa Night, committee will work on the programme to fill up the other one and a half hours.</p>	<p>SC/RH</p>
<p><b><u>8.0</u></b> <b><u>8.1</u></b>  <b><u>8.2</u></b></p>	<p><b><u>Mandarin Contest/ Workshop Sessions</u></b></p> <p>The concern voiced by LGM, Neil Sy was that those attending Mandarin Concert shall miss out the English Breakout sessions or the other way around, if Mandarin Contest is held on Saturday.</p> <p>MC shall seek the views of Division L Governor William Tay Lai Huat. YP would prefer the leaders of both HK and Singapore to agree on any arrangement.</p>	<p>MC</p>
<p><b><u>9.0</u></b> <b><u>9.1</u></b>  <b><u>9.2</u></b></p>	<p><b><u>Logistics &amp; Hospitality Report</u></b></p> <p>Two sub-comm meetings were held on 25 May and 24 Aug.</p> <p>RH appealed to all heads of special events to <b>submit a list of items/equipment</b> required so that she can compile them and discuss their feasibility.</p> <p>For example, the head of the Opening Ceremony has requested for a gong.</p>	<p>SC</p>
<p><b><u>10.0</u></b> <b><u>10.1</u></b>  <b><u>10.2</u></b></p>	<p><b><u>Closing Ceremony Report</u></b></p> <p>The song to be played for this ceremony has been chosen by KC. It is entitled Amigos Para Siempre or <b><u>Friends for Life</u></b>, sung by Sarah Brightman.</p> <p>This song has been approved.</p> <p>The Photo song for the screen is <b><u>Our lives by the Calling</u></b>.</p>	<p>MH/KC</p>

Minutes recorded by Chin Mei Har

Vetted by Tay Yiang Ping and Michael Rodrigues