

DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

MINUTES OF MEETING NO. 7

Date of Meeting : 17 Oct 2007
Time of Meeting : 8.05pm
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	Ruby Lai (RL)	Logistics Advisor	•	
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)	Hospitality Chairman		•
16	William Tang (WT)	Hospitality Coordinator	•	
17	Angeline Koh (AK)	Hospitality (F&B)	•	
18	Rose Ho (RO)	Logistics Chairman	•	
19	Heru Adi Kusuma	Logistics(Sound, Lighting,Equip)	•	
20	Winson Lim (WL)	Logistics(Sound, Lighting,Equip)		•
21	John Choi (JC)	Logistics Coordinator		•
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)	Opening Ceremony	•	
30	Raja Kumar (RK)	Opening Ceremony		•
31	Joanne Koo(JK)	Closing Ceremony		•
32	James Lim(JL)	Closing Ceremony		•
33	Ken Toh	Opening Ceremony		•
34	Ryan Lim (RL)	W'site//Closing Ceremony		•
35	Golam Hossain (GH)	Closing Ceremony		•
36	Liu Ji Yin (JY)	Closing Ceremony		•
37	Goh Kheng Chuan(KC)	Closing Ceremony		•
38	Sithara (S)	Tamil Programme		•
39	William Tay Lye Huat(LH)	Mandarin Programme		•

40	Seah Min Choo(MC)	Mandarin Programme		•
41	Amy Ng (AN)	Logistics(Liaison for tours, etc)		•
42	Catherine MK Goh (CG)	Marketing/ Welcome Night	•	
	Special Attendance			
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 MK</u> MK welcomed all and explained his absence from photo-shoots on 13 & 15 Oct in Suntec and Queenstown cc respectively. MAD Team At Work photos were taken with MK around at the MAD Meeting.	MK
2.0 2.1	<u>MAD Team Performance at Semi Annual Convention</u> Dance item: The Kong Fu Performance Practice Venue: Queenstown Community Club, every Monday until the Nov 2007 Semi-Annual Convention We are given 10 minutes time slot at Hall of Fame on 17 th Nov, after Gong Fu Performance the Welcome Night MAD Team will up on stage to do their marketing speech.	YP
3.0	<u>MAD Convention Countdown</u> There are 7 more months to go. The sub-committees are now working hard. Our E&T Team is working on the Dr Arul's Pre-Convention Workshops on Saturday, 12 January 08 at Queenstown CC's Auditorium.	MR YP
4.0 4.1	<u>Report from Accounts Department</u> 299 delegates have made their full payment. 46 delegates have not paid. Altogether 345 have signed up.	MG
5.0 5.1 5.2 5.3	<u>Sales and Marketing</u> There will be a Hyperlink created by Oct or early Nov for the promotion of Pre-Convention Workshop. <u>MAD Presentation</u> Promotion shall be done at the Division Contests in October and at the second COT in Dec 07/Jan08. To handle the promotion, these comm members will be presenting: 20/10 – Division B – Sam Chee Yee 20/10 - Division U – Yeo Chai Tun 20/10 – TI Night Bottle Tree Park - Yeo Chai Tun 27/10 – Division S – AIA Changi- James Tan 27/10 - Division Z – AIA Alexandra - John Tan 27/10 - Division L – Euno CC – Tay Yiang Ping	SC SC CT James Tan John Tan

<p><u>5.4</u></p> <p><u>5.5</u></p> <p><u>5.6</u></p> <p><u>5.7</u></p>	<p>Sam cautioned that all members must be familiar with the pricing of the tickets and the dates the prices kick in.</p> <p>There is a deadline on price increase after 21 November. Hence there will be a mass email to be sent out to all Divisions by District 80 Secretary, Chee Kim Loon.</p> <p><u>Strategy</u></p> <p>Booths will be set up at the Semi Annual Convention. Comm members going for the convention will be rotated to man the booths. They are :</p> <p>YP, MR, MH, MG, AM, CT, WTang, AK, Rose, JA, PF, LN, JK <i>(Please refer to Attendance List for full names)</i></p>	<p>All members Attending Semi Annual Convention</p>
<p><u>6.0</u></p>	<p><u>MAD Convention Promotion Package</u> \$346 for Convention and Pre-convention Workshop and coffee-table book. (only 50 copies to give away.)</p>	<p>SC</p>
<p><u>7.0</u></p> <p><u>7.1</u></p> <p><u>7.2</u></p> <p><u>8.0</u></p> <p><u>8.1</u></p> <p><u>8.2</u></p>	<p><u>Pre-convention Workshop to be held on Sat. 12 Jan 08</u></p> <p>Presentation of Pre-Convention Workshop's Budget was done. A total of \$10000 is budgeted for this event. The best and worst scenarios were presented.</p> <p>ALL leaders of the sub-committees have to sell at least one booklet. For details of workshop and pricing, please refer to the Flyers given out</p> <p><u>Opening Ceremony</u> There will be a mystery performance. Preparation is on target. 4 dancers will be 'headhunted'</p> <p>The flag poles can be obtained from Semi-annual Convention. The problem is where to store them. The CC Storerooms may not be safe. The flag bearers will be chosen by DG. <u>Opening Ceremony's Rehearsal</u> There will be rehearsals with special emphasis that the flag bearers to enter the auditorium with broad smiles.</p>	<p>James Tan</p> <p>AM</p>
<p><u>9.0</u></p> <p><u>9.1</u></p> <p><u>9.2</u></p> <p><u>9.3</u></p>	<p><u>Welcoming Night</u> 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 There shall be MAD 'policemen' advising attendees to rent MAD costumes if they do not come <i>in them.</i></p> <p><u>Suggestion for games</u> Outrageous costume contest Bingo with a Twist Searching for trivialities among the group such as the 5-cent coin. Despite the fun and frenzy, safety will be taken care of.</p> <p><u>Pre-Dinner Programme for Welcoming Night</u> Photo taking/ Photo taking with a Special Character Beer drinking Contest MAD Souvenir Stall</p>	<p>Raymond Ho</p> <p>SC</p>

<u>12.2</u>	YP and MR will decide whether to have tickets for entry to special events and the Name Tags for each delegate as such will influence the size of the plastic holder that is attached to the lanyard.	
<u>13.0</u>	<u>Any Other Business</u>	SC
<u>13.1</u>	SC voiced out the need to ensure that there are particulars of delegates for block bookers and not blanks.	YP
<u>13.2</u>	Lucky Draw for the Early Bird ticket holders to Night Safari. This will be looked into closer the date of the MAD Convention. MH suggested that the proceeding of the draw by video-taped and post on the website.	MG
<u>14.0</u>	The meeting ended at 10pm sharp, much thanks to AM who volunteered as timer for the meeting.	AM

Minutes recorded by MAD_SEC Chin Mei Har
Vetted by OC Tay Yiang Ping and COC Michael Rodrigues
Submitted on Thursday, 18 Oct 07 at 6pm.