

# DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

## MINUTES OF MEETING NO. 8

**Date of Meeting** : 22 Nov 2007  
**Time of Meeting** : 7.45pm  
**Place of Meeting** : Cairnhill CC, Level 2 Conference Room

### Attendance

MAD Team			Present
1	Tay Yiang Ping	Chair	*
2	Mike Rodrigues	Co-Chair	*
3	Monica Goh	Treasurer	*
4	Ryan Lim	Webmaster/Closing	
5	Chris Yam	Printer	
6	Chin Mei Har	Closing/Secretary	*
7	Dayal Khemlani	Closing	
8	Elizabeth Thorarajo	Closing	
9	Goh Kheng Chuan	Closing	
10	Liu Ji Yin	Closing	*
11	Golam Hossain	Closing	
12	James Lim	Closing	
13	Joanne Koo	Closing	
14	John Tan	E&T	*
15	James Tan	E&T	*
16	Yeo Chai Tun	E&T	*
17	Chan Boon Hwee	E&T	*
18	Kris Tay	Editorial	
19	Albert Lim	Editorial	
20	Cheng Chia Yi	Editorial	
21	Edward Ma	Editorial	*
22	Jenny Au	Hospitality	*
23	Angeline Koh	Hospitality	*
24	William Tang	Hospitality	
25	Rose Ho	Logistic	*
26	Amy Ng Min Yin	Logistic	
27	Heru Adi Kusuma	Logistic	*
28	John Choi	Logistic	
29	Winson Lim Wee Sing	Logistic	
30	Aziz Mustajab	Opening	
31	Ashley He	Opening	*
32	Esther Heng	Opening	
33	Ken Toh	Opening	
34	Laksha Mehta	Opening	
35	Lynda Neo	Opening	*
36	Raja Kumar	Opening	
37	Ruby Lai	Opening	*
38	Doreen Neo	Secretariat	*
39	Grace Tan	Secretariat	
40	Kong Pak Fee	Secretariat	*
41	Tay Tiam Teang	Secretariat	*
42	Ang Soh Hwa	Secretariat	

43	Chan Siew Peng (Esther)	Secretariat	
44	Edwin Seah	Secretariat	*
45	Raymond Ho	Welcome/Gala	
46	Sam Chee Yee	Welcome/Gala	*
47	Chee Kim Loon	Welcome/Gala	
48	Eng Zee Lin	Welcome/Gala	
49	Jeshua Solomon Judah	Welcome/Gala	
50	Lora Lee	Welcome/Gala	
51	David Liem	Welcome/Gala	
52	Lily Lim	Welcome/Gala	
53	Catherine Goh	Welcome/Gala	
54	Lim Bee Bee	Welcome/Gala	
<b>Mandarin Programme</b>			
55	Seah Min Choo		
56	Tay Lai Huat		
<b>Tamil Programme</b>			
57	Balasundaram		
58	G. Balachandran		
59	Sithara		
<b>Top District Officers</b>			
	Michael Wee		*
	Goh Wei Koon		

<u>Item</u>	<u>Subject</u>	<u>Action</u>
<b>1.0</b>	<b><u>Welcome Address by YP</u></b> YP welcomed all and informed that BH is back and her portfolio is to assist the E&T Team including the Account for pre-convention workshops.	Info
<b>2.0</b> <b>2.1</b>	<b><u>MAD Team Performance at Semi Annual Convention Gala Dinner</u></b> Dance item: The Gong Fu Performance YP commended the effort put in by the team and presented certificates to Jenny Au, Lynda Neo, Angeline Koh, Yeo Chai Tun, Heru, Kong Pak Fee, Winson Lim (in absence), Ruby Lai and Chan Boon Hwee and herself.	Gongfu team
<b>3.0</b> <b>3.1</b> <b>3.2</b>	<b><u>Pre-MAD Convention Workshop Report</u></b> James thanked the sales team consisting of: Sam, Lynda, John Tan, James Tan, Mike Rod, Chai Tun, Rose, Monica, Mei Har & YP. Altogether 226 tickets have been sold out of 420 tickets. The total collection amounted to \$5528.00 with a profit of \$2800. The target for profit is \$6000. Sam has sold 60 tickets. Chai Tun has sold 40 tickets. This is taken as Project Account, the final account will be form part of the "Revenue" of the May Convention. The E&T Team will see to the logistics, etc of Dr Arul's Pre-Convention Workshops on Saturday, 12 January 08 at Queenstown CC's Auditorium.	E&T/ Sales Team
<b>4.0</b> <b>4.1</b> <b>4.2</b>	<b><u>Sales and Marketing</u></b> Over 400 tickets for MAD Convention have been taken up although not all have made their full payment. Hong Kong has now block booked another 10 tickets.	Sales Team

<p><b>4.3</b></p> <p><b>4.4</b></p>	<p>Cynthia Chan, bidder for Semi-annual convention08, Division L, has taken up 10 tickets.  William Lim of Division B has taken up 10 tickets.  Bukit Merah has taken up 5 tickets under Simon Tuan  IFPAS has taken up 5 tickets under Kenneth Wee  All others are sales at Nov Convention and thru email blasts by Kim Loon.  The target number of delegates is 500, if 550 is reached, there will not be sale of single event tickets as Auditorium has capacity for only 594 people.  YP thanked our MAD Team for helping at MAD Sales Booth at the semi-annual convention.</p>	
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p>	<p><b><i>Sponsorship Update</i></b>  Kelvin Ong, past District Governor has sponsored \$1000.  Macmillan has pledged \$3000 cash. Dictionaries will be awarded to all International speech and Table topics speech contestants</p> <p>The following sponsors were not mentioned at the meeting:  TATA (TCS TMC) \$1,500, Yokogawa \$2,000 – for Anne Barab  Advertisement – Yokogawa TMC \$200, Nikken \$300, Jill Lowe \$200  Gifton – 40 lucky draws  Backdrop – partially by Deziqn Format - \$2,000 (estimated cost backdrop \$4,500)  Total to-date revenue from sponsorship/sponsor-in-kind/Pre-Convention Workshops has exceeded \$30K.</p>	<p>Info</p>
<p><b>6.0</b></p>	<p><b><u>MAD Team’s Observation/ Brainstorming</u></b>  (Using Fish Bone Diagram)  YP invited committee to brainstorm:  - How we can learn from Nov 2007 Semi-Annual Convention and to arrive at a successful May 2008 Annual Convention</p> <p>The following Observations were voiced.</p>	
<p><b>6.1</b></p>	<p><b><u>Before the MAD Convention:</u></b> these actions should be ready as early as possible before the event:-</p> <ol style="list-style-type: none"> <li>1) Accurate updating of delegates’ details, names, emails, hp, club, address, meal request</li> <li>2) Website has to be updated with registration information.</li> <li>3) Programme to be emailed out to delegates before the convention.</li> <li>4) To ensure all delegates pay up before the Convention begins.</li> <li>5) Pre-registration of Workshops on website or email, whenever possible</li> <li>6) To solicit volunteers, if needed for Registration and SAA duties – if possible, get the non-delegates</li> <li>7) To make Hotels Contacts available at website</li> </ol>	<p>Treasurer/  Secretariat/  Webmaster</p>
<p><b>6.2</b></p>	<p><b><u>At the Secretariat Counter on Convention Days</u></b></p> <ol style="list-style-type: none"> <li>1) Registration Process must be simplified.</li> <li>2) Control List should be done according to the Divisions and should be self-contained. There should not be any spill over of names from one division to the next. A master copy to be ready when needed.</li> <li>3) Labeling of Divisions should be clear and large.</li> <li>4) To provide LOST and FOUND counter or appoint a person in-charge.</li> <li>5) The Floor Plan of the various Breakout Rooms must be given and inserted in the Souvenir Handbook.</li> <li>6) The Secretariat must be distinctive with clear signage.</li> </ol>	<p>Secretariat</p>

	<p>7) Secretariat area/room should not be used for other purposes, Contests Briefing, Holding Room, Credential Desk, Marketing Booths, and Performers Changing Room etc.</p> <p>8) Evaluation forms should be included in the Bags. (Mei Har will prepare Evaluation Forms)</p> <p>9) All MAD Team/Volunteers must be easily identified and made known to Delegates.</p> <p>10) Counter for Workshop registration if necessary.</p>	MH
<b>6.3</b>	<p><b><u>District Council Meetings</u></b></p> <p>1) Only District Officers (Top Officers/Div G/AG) are entitled to free refreshment after Exco Meeting (before Council Meeting).</p> <p>2) To arrange VIP/Hospitality Corner or special District Officer's identity (e.g. colour badges) for free refreshment.</p> <p>3) Council members – Club President / VPE are not entitled to free refreshment.</p>	Secretariat/ SAA
<b>6.4</b>	<p><b><u>Mandarin Workshops</u></b></p> <p>Pre-Registration is preferred either before Convention or at the point of Registration at the Secretariat to better handle the following situations:</p> <ul style="list-style-type: none"> <li>- Low number of attendees</li> <li>- Excessive number of speakers</li> </ul> <p>For MAD 2008, Mandarin Workshops are scheduled for Friday, 23 May 08, instead of the Mandarin Speech Contest, as is the normal practice in District 80 Conventions.</p>	Mandarin / E&T
<b>6.5</b>	<p><b><u>Welcome Night</u></b></p> <p>1) Aziz emailed his observation - The Sentosa beach party venue was excellent but the unpredictable weather made it a big risk.</p> <p>2) Nov Convention Welcome Night was held outdoors, so the MAD committee decided to skip the subject.</p> <p>3) Welcome Nite Team will need to foresee any issues that may arise, especially so as it is a 'MAD' night. Everything must be in good control, therefore a separate brainstorming among the team is encouraged.</p>	Welcome Nite/ Logistic
<b>6.6</b>	<p><b><u>Opening Ceremony</u></b></p> <p>1) The Sound and Video System is crucial.</p> <p>2) Steps must be taken to minimize noise interference from another meeting room and from MC mic: private conversations between MCs on stage must be avoided. The mic must be turned off when not in use on stage.</p> <p>3) Performance i/c has to ensure that CD submitted is compatible with the Sound System in Suntec, perhaps the USB type might not agree.</p> <p>4) There should not be too many performances.</p> <p>5) People carrying the flags should come from the Country itself to lend greater involvement and authenticity and/or the outstanding TMs from the District/Division.</p> <p>6) Speeches by DG and MAD Chair should be kept short. YP and Mike may deliver Welcome message together. CT has offered to write the</p>	Opening / Logistic / DG / OCs

	<p>speech for YP, if required.</p> <p>7) A "Theme" for the Opening Ceremony will be a good approach.</p>	
<b>6.7</b>	<p><b><u>Breakout Sessions</u></b>  The two Keynote Speakers are allotted a General single slot each. Delegates do not have to opt for them.</p> <ol style="list-style-type: none"> <li>Information about Workshop speakers should be posted on website way before the convention takes place. Nevertheless, a way to register has to be looked into for Delegates don't access their computers.</li> <li>The highest-ranking District Officer in the room will do the recognition of the respective Workshop Speaker at the end of the workshop session. However, if DG can include a segment within his allowable 45 minutes at the Gala Nite, it is better, as Speakers will be recognised in the presence of all the delegates and guests.</li> <li>The committee members should be available to fill in the Rooms, if some speakers have less audience. To counteract such a situation, we must make wise choices and avoid choosing speakers who are totally new to the Toastmasters community.</li> </ol> <p><b><u>Side track by YP:-</u></b>  <b><u>On Friday, 23 Nov 08</u></b></p> <ul style="list-style-type: none"> <li>Mandarin Workshops (150 pax) – likely 2 speakers</li> <li>English Workshops (150 pax) – Anne Barah; and Panel sessions – 4 panel speakers – on Membership Magic and Momentum (not confirmed yet)</li> </ul> <p>For situations where bigger rooms are required, 2 rooms can be combined into 1 big room. Request for additional rooms can be made, although it may not be nearby or at the same level.</p> <p><b><u>On Saturday, 24 Nov 08</u></b></p> <ul style="list-style-type: none"> <li>The Mandarin Speech Contests (Theatre 594 pax)</li> <li>Tamil Workshop/Contests (50 pax)</li> <li><b><u>3 English Breakout Rooms (each 150 pax)</u></b></li> <li>1 Ed Hearn- General Session and Opening Keynote Speaker</li> <li>2 Anne Barab – Friday Workshop and Gala Keynote Speaker</li> <li>3 Lynn Desker – Leadership Track</li> <li>4 Andrew Goh – Motivational Speaker</li> <li>5 Allison Lester – Creative Presenting</li> <li>6 Jill Lowe – Skill Building - Image</li> <li>7 Hong Kong / Macau / Thailand Speaker (awaiting LGET)</li> <li>8 Hong Kong / Macau / Thailand Speaker (awaiting LGET)</li> </ul>	E&T / Webmaster / Logistic
<b>6.8</b>	<p><b><u>Gala Night</u></b></p> <ol style="list-style-type: none"> <li>Anne Barab will be given 30 minutes for her keynote speech.</li> <li>For the Appreciation / Installation / IPDG speech / New DG speech segment, 45 minutes will be allotted.</li> <li>The ballroom should be bright during all segments.</li> <li>Appropriate sound system must be provided.</li> </ol>	Gala / Logistic
<b>6.9</b>	<p><b><u>Contest and Closing Ceremony</u></b></p> <ol style="list-style-type: none"> <li>LGET will be in charge of the contests for all appointment holders and trophies.</li> <li>The Logistics team shall ensure there is a proper holding room.</li> </ol>	Closing LGET

	<p>3) Time will be allotted for the Promotions of</p> <ul style="list-style-type: none"> <li>- Semi-annual Convention by Cynthia Chan of Division L.</li> <li>- Annual Convention, 2009 by Dickson Chan (Hong Kong)</li> </ul>	
<b>6.10</b>	<p><b><u>Farewell Lunch</u></b></p> <ol style="list-style-type: none"> <li>1) A relaxed lunch environment for delegates to have the final mingling especially with our overseas delegates.</li> <li>2) Lucky draw can be considered.</li> <li>3) Some light music may be played.</li> </ol>	Closing com
<b>6.11</b>	<p><b><u>SAA – MAD Team or Volunteers</u></b></p> <ol style="list-style-type: none"> <li>1) Proper checking of events and meal tickets to eliminate gatecrashing, Delegates have all the privilege to attend the events they paid for.</li> <li>2) SAA/Ushering to be provided by each sub-com, if getting Volunteers is not possible.</li> </ol>	All Sub-Com
<b>6.12</b>	<p><b><u>Hospitality</u></b></p> <ol style="list-style-type: none"> <li>1) The team will look into receiving the foreign delegates from the airport</li> <li>2) Transport from Hotel to Suntec (Conv venue) and back will be arranged.</li> </ol>	Hospitality
<b>6.12</b>	<p><b><u>Souvenir Handbook</u></b></p> <ol style="list-style-type: none"> <li>1) To minimize printing errors, YP suggested that a proofreading team be formed.</li> <li>2) Heru is in charge of Proofreading.</li> </ol>	Editorial Heru
<b>6.13</b>	<p><b><u>Debrief after Convention</u></b></p> <p>The Final Account Report shall be included.</p>	All
<b>7.0</b>	<p><b><u>Report from the Secretariat</u></b></p> <p><b><u>Convention Bags and Lanyards</u></b></p> <p>PF passed round a sample of a convention canvas bag that is light and simple.</p> <ol style="list-style-type: none"> <li>1) The Convention bag may be of the same quality as the semi-annual convention bag as the same sponsor is approached.</li> <li>2) It is suggested that the MAD Logo be printed on the bag.</li> <li>3) A bigger plastic pocket attached to the lanyard is looked into.</li> <li>4) The string is soft and is of a better quality.</li> </ol>	Secretariat
<b>8.0</b>	<p><b><u>Sub-Committees</u></b></p> <p>As there is no meeting in December (school holiday season); this will allow Sub-Com to have more time with their own team and by January 2008, at the next meeting (9<sup>th</sup> MAD Meeting), the Heads will submit on the, the following:</p> <ol style="list-style-type: none"> <li>1) <b>Vision</b> – what they would like to achieve at the Convention  E.g. Hospitality – wants the overseas delegates enjoy their stay in Singapore and will come again for future events  Welcome Night – to create a Crazy/MAD memory for Delegates</li> <li>2) <b>Time Schedule</b> – detailed with deadlines, to monitor progress</li> </ol>	All

	<p>3) <b>Detailed Programme</b>, time control is crucial.</p> <p>4) <b>Organisation of the Team</b>, recruit team members with good and positive attitude, assign duties according to their capacity and knowledge for it is only with teamwork that we can achieve more.</p> <p>5) <b>Budget Plan</b> – Certain Budgets have been assigned to some Sub-Com. We understand that as a voluntary organisation, some team leaders or members may pay for the expenses personally, e.g. performance costumes, meals, or transportation. Some have even attended paid workshops to promote and sell our tickets. An early budget plan by each sub-com will help our MAD Account forecast be more accurate. This should result in healthy bottom lines. We will try to pay for expenses of justified activities in the event that that the final account statement is in the blue.</p> <p><b>We thank MAD Team for their patience, understanding, cooperation and sacrifices.</b></p> <p>YP would hope to see more Sub-Committee members attend the MAD organizing committee or regular meetings, so that we can work better as a Team:</p> <ul style="list-style-type: none"> <li>- Knowing what others are doing</li> <li>- Lending our assistance, sharing resources, to be multi-tasking team members, to ensure all MAD Events are running smoothly</li> <li>- Teamwork will lead to the success of the MAD Convention!</li> </ul>	
<b><u>9.0</u></b>	<p><b><u>AOB</u></b> 1<sup>st</sup> March 2008- MAD Full Day Retreat, details will be announced later.</p> <p>Two meetings or more per month from March onwards till May.</p>	All
<b><u>10.0</u></b>	<p>The meeting ended at 10pm sharp, much thanks to Heru who volunteered as timer for the meeting.</p>	Heru

**Minutes recorded by MAD\_SEC Chin Mei Har**  
**Vetted by OC Tay Yiang Ping and COC Michael Rodrigues**  
**Submitted on Tuesday, 26 Nov 07 at 5.15pm.**  
**Revised by Sec and Re-submitted on Friday, 30 Nov, 2pm.**  
**Rechecked after vetting by Sec on Monday, 3 Dec 07.**