

DISTRICT 80 ANNUAL TOASTMASTERS CONVENTION 2008 ORGANISING COMMITTEE

MINUTES OF MEETING NO. 9

Date of Meeting : 17 Jan 2008
Time of Meeting : 7.45pm
Place of Meeting : Bedok CC, Level 2 next to 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, Ashley	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	
Mandarin Programme			
55	Seah Min Choo		*
56	Tay Lai Huat		
Tamil Programme			
57	Balasundaram		
58	G. Balachandran		
59	Sithara		
Top District Officers			
	Michael Wee		
	Goh Wei Koon		

<u>Item</u>	<u>Subject</u>	<u>Action</u>
1.0	<u>Welcome Address by Mike</u> Mike thanked members for making time and effort to come to the new meeting venue.	Info
2.0	<u>Time Schedule</u> YP reported that so far the schedule has been on time. These were the areas to note: <ul style="list-style-type: none"> All events programme details must be ready by end of March. Advertisements have to be confirmed and artwork submitted by end February. Lynda Neo is in charge of liaising with the advertisers. By early Feb, the hotels will be ready for booking. Confirmation of all events and Mandarin workshops to be done by end of February. Convention Registration will be closed by 29th February Events tickets will be on sales by 1st March with tickets ready by Mid February. Secretariat and Logistics team have to 'come in more aggressive' from now. Team Building arrangement to be discussed later. It is noticed that there will be many contests in the coming months, Feb/Mar. 	All
2.1	<u>Trial Run</u> This will be conducted in April. There may be a need to look for a venue, as Suntec City may be too costly for us to book for a trial run.	All

<p>3.0</p>	<p><u>MAD Team at Division L Lunar New Year Celebration on Sunday 17 Feb at Raffles Country Club off Ahmad Ibrahim Rd</u> There will not be any marketing talk, as Division L Governor William doesn't want to "affect" members' Chinese new year mood! There are 3 MAD Team members attending, YP, MH and LN, we shall start promoting the Mandarin Event Tickets.</p>	<p>Info</p>
<p>4.0</p>	<p><u>Sales and Marketing Update</u></p>	
<p>4.1</p>	<p>Only 65 tickets for MAD Convention are 'waiting for their owners'. Thanks for the marketing effort at Workshops!</p>	<p>Sales Team</p>
<p>5.0</p>	<p><u>Program Update –</u> <u>On Friday, 23 May 08</u></p> <ul style="list-style-type: none"> - Mandarin Workshops (150 pax)– 2 speakers - English Workshops (150 pax) – Anne Barab, DTM <p>For situations where bigger rooms are required, 2 rooms can be combined into 1 big room. Additional room will be confirmed when the time draws nearer, especially for Mandarin workshops.</p> <p><u>On Saturday, 24 May 08</u></p> <ul style="list-style-type: none"> - Mandarin Speech Contests (Theatre 594 pax) - \$60 - Mandarin Workshops - \$60 - For Contests & Workshops Package- \$100. - Tamil Workshop/Contests may be using a 150pax room instead of a 50pax room. - <u>3 English Breakout Rooms (each 150 pax)</u> <ol style="list-style-type: none"> 1 Ed Hearn- General Session will be from 1.30pm-2.30pm and thereafter the Breakout sessions will start at 2.45pm 2 Information about Breakout Sessions Speakers have been updated at MAD Convention website. <p>No change to Sunday, 25 Nov 08</p>	
<p>6.0</p>	<p><u>Pre-MAD Convention Workshops Debrief</u> James thanked all members involved in the workshop, which testified to the commitment of the team to deliver. Altogether 369 individual tickets were sold. There were 55 free tickets 'given' out to committee members. In total 424. The target was 424 tickets. The total collection amounted to \$9500.00; expenses amounted to 6004 with a net profit of \$3496. Team saw to the logistics, etc of Dr Arul's Pre-Convention Workshops on Saturday, 12 January 08 at Queenstown CC's Auditorium. Special thanks for Dr Arul who presented an amazing session of learning. Special thanks to Gea Ban Peng, Past District Governor who accompanied Dr Arul to Singapore and saw to his comfort. Special thanks to John Tan who sponsored \$1000 towards cost of the food. Special thanks to Chan Boon Hwee who kept record of sale of tickets.</p> <p>Observations / Recommendations</p> <ol style="list-style-type: none"> 1 Unsold tickets should be returned soonest possible before the workshop so that they could be sold to walk-ins. 2 Audience should be allowed to enter by showing the tickets at the counter, instead of registering according to the names of those who sold them the tickets. 3 An implicit trust towards members who hold the tickets will make the process more effective. To project a warm and friendly image should 	<p>E&T/ Sales Team</p>

	<p>be the first priority at the frontline service. YP cautioned against viewing delegates with 'suspicion'. Customer satisfaction should always be uppermost in our minds.</p> <p>4 Many comments were made on the issue of food and beverage concerning late delivery, insufficiency, not being value for money. We would advise the caterer to take note of these comments for future catering services.</p> <p>5 On the other hand, some Team members received good comments about the meals from the participants.</p> <p>6 James refunded a member \$6 who complained about the food. However, some team members did not support the action, as this a fund raising event, workshops were value for money. Moreover, the food was partially sponsored by our Team member.</p> <p>7 FYI, Based on above feedback, knowing that the participant belongs to the same club as YP and James. YP requested the participant to return the amount. YP had told her that our MAD team did not agree with the idea of the refund, due to above reasons. YP would like to apologise to James for the necessary action and to place on record her thanks to James for taking steps to resolve the issue with the participant.</p> <p>Before the break, James presented Certificates of Appreciation to those who helped in one way or another.</p>	
<u>7.0</u>	<p><u>Convention Marketing</u> Promotion on 26 Jan 08 at NTU Alumni had been arranged by Sam. These MAD committee members are in charge: Division D/U – Sam Division B/Z – Chai Tun S – James Tan L – Yiang Ping</p>	Sam
<u>8.0</u>	<u>Team Leaders Presentation</u>	
<u>8.1</u>	<p><u>Opening Ceremony</u></p> <p><u>Protocol for entry to hall with all delegates standing</u> Gerald Green, DTM to enter before Kelvin Ong. At 8.45am, Guest of Honour shall be coming into the Auditorium with DG Michael Wee as well as Chair, YP and Co chair, MR. Flag Parade and Matching In required longer time. Kung Fu Dance Performance and Mystery Dance at 9.15am. Cheng Chia Yi (recommended by the Team) to escort Michael Wee up the stage for the opening of the Convention. It was voiced by Aziz that the honour should be accorded to the GOH.</p> <p>FYI – DG commented after the meeting, that he should be the Official to declare the Opening of the Convention not GOH.</p> <p>Logistics I/c suggested that requirements/equipment list to be entered into the form devised by Logistics.</p> <p>FYI - It is decided after the meeting, that since this is the District Event, the first person to speak is District Governor, Michael Wee. There will be no speech by YP and MK.</p> <p><u>Opening Ceremony Team is advised to read the 8th MAD Meeting's Minutes as a good reference for items discussed in Nov 2007.</u></p>	Aziz

<p>8.3</p>	<p><u>Report from the Secretariat</u> YP emphasised that the Secretariat is the first contact point for delegates.</p> <p><u>Vision: A secretariat that functions without a glitch.</u></p> <p><i>DN reinforced that Secretariat will work as a group. In addition, DN reminded members to put on a SMILE when dealing with Delegates. If any problem crops up, MAD Committee must remember to refer to the persons in charge.</i></p> <p><u>Secretariat Team is advised to read the 8th MAD Meeting's Minutes as a good reference for items discussed for Secretariat in Nov 2007.</u></p> <p><u>Report from the Secretariat</u> <u>Convention Bags and Lanyards</u> DN passed round a sample of a convention canvas bag that is light, simple and is lime green in colour. It met the approval of those present at the meeting. The budget per bag is \$4.00 plus \$1.00 for lanyard with a plastic pocket of approximately 13cm by 9cm. 550 bags would be ordered.</p> <ol style="list-style-type: none"> 1) It was suggested that the MAD Logo be printed on the bag. 2) Pictures depicting the countries - Macau, Hong Kong and Thailand were passed round and opinions sought. These would be digitally printed as Identification Cards for delegates, costing 70cts per piece. 3) The Merlion picture for local delegates was deemed as too light in colour to appear significant. 4) DN to seek advice from Neil Sy the HK picture for the Card. - FYI. The Red Boat is chosen by Neil Sy. 	<p>Doreen Neo Secretariat</p> <p>MH</p> <p>Doreen</p>
<p>8.2</p>	<p><u>MAD Convention Magazine/Handbook</u> The team consists of: Chief Editor : Kris Tay Assistant Editor: Albert Lim Advertisements I/c : Lynda Neo Editors for Articles: Cheng Chia Yi and Edward Ma</p> <p>The <u>MAD Editorial Time-Line</u> was discussed.</p> <ol style="list-style-type: none"> 1) Essay Competition is opened to District 80 Toastmasters 2) Articles deadline: 31 Mar 08. 3) Collection of Advertisements: 29 Feb 08 4) Submission of Final draft of programme: Mar 08 	<p>Kris Tay</p>
<p>8.4</p>	<p><u>Closing Ceremony</u> MH drew attention to the notes she gave out telling the team to email to her their comments and concerns regarding the Closing Ceremony.</p>	<p>MH</p>
	<p><u>The meeting ended at 10.05pm.</u> YP Thanks Mike for the kind arrangement of meeting room. Mike hoped to find future meeting room that can be extended beyond 10pm.</p>	

Minutes recorded by MAD_SEC Chin Mei Har, re-submitted on Friday, 1 Feb 08 at 12.050pm.
Vetted by OC Tay Yiang Ping and COC Michael Rodrigues