

## 2020-2021 Fifth Leland Bridge Board Meeting Agenda

Date: 11/03/2020

Time: 7:30 PM

Place: Zoom Meeting

Attendee: Annie, Angela, Joyce, Weihong, Christine, Sherry, Anderson, Chengbin, Jenny, Shannon, Hilta, Vivian

1. Call to order : 7:33pm
2. Approve Oct. 6th, 2020 [4th meeting minutes](#): approved by Annie and Nancy
3. --- Review of 10/31 College 101 Seminar

[seminar10312020](#) This is internal use only. This will not be shared to the audience.

Promotion channels; Feedback from advertisers; any questions/concerns

Thanks to Shannon and Sherry. Seminar was successful. About 93+ registered and 68+ audience attended. Topics are very informative and reflect the current situation. Guests asked for the seminar recording. LB will post the audio recording only in the LB website because both academic services are not willing to share the slices.

**AI (Anderson):** add the audio recording to LB website and keep it on the website for a certain time only (main page right side past event.)

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--- Review of 10/31 Halloween treats, Great decor

Thanks to Chuanchuan for the great decoration and bag pick. Teachers seem to enjoy the treat and bags, some teachers even spend some time picking up bag colors they like. Overall feedback was very good.

Total bags seems not enough. Total expense around 100+ dollars.

**AI (Anderson and Chengbin):** Photo with high resolution will be shared to Anderson (for website post) and Chengbin (for LB November newsletter)

#### 4. **Teacher Appreciation Luncheon on 11/20/2020 (Friday before Thanksgiving)**

**Review [Sign Up from Google doc](#) :** This is the job sign up list from last year (Just for reference). Due to covid-19, we'll do the individual lunch box this year

**[Lunch Form](#) :**

Thanks to Jenny for making this lunch survey form. Time for teachers to pick up is around 11-12 pm (lunch time).

Menu: 4 kinds of sandwiches are available for teachers to choose. Each individual lunch box includes a sandwich, one chip bag, and a big cookie. Price is about \$13.45. If we have a big order, the price may drop to \$11.45. Price range is between \$11.45-\$13.45.

Suggested to include sandwich photos in the survey form. Also add a “special request” field in the survey form in case some teachers have any diet restriction. Sandwich can be customized if teacher requests. Discuss the choice of sandwich and provide a drink or not. Maybe provide a water bottle or get sparkling water bottles with different flavor and put them in a big bucket.

AI (Jenny): Check the price for sparkling water bottles or similar items from Costco or Safeway. We'll add a water bottle if price is in the budget range.

Which board members can attend the luncheon - Chuanchuan, Annie, Jenny, Nancy

Set up: ChuanChuan, Jenny, and Nancy, Annie

Clean up: ChuanChuan, Jenny, and Nancy, Annie, ?

Send invite to teachers/staff - Annie

Once the survey form is ready, Annie will forward it to the school secretary on 11/5/20; the secretary will help to distribute this form to teachers. RSVP deadline for survey is 11/11/2020. One week after the secretary forward email to teachers.

Print labels for each dish -- Chuanchuan and Jenny

Jenny will help to print out the teacher's name label from the survey responses and stick it to the lunch box based on the teacher's choice. So teachers will not pick up a wrong box. This action takes some time, so need to contact Erik's for the delivery time.

Central pieces decoration table decor-- ChuanChuan

We'll use our own tablecloth this time. May need to request 3 tables at least.

#### 5. November Newsletter update. Chengbin

Chengbin sent an email to 2 new teachers asking for a short bio description but haven't got any update yet. Annie suggests to post the basic info that is captured from Leland website in case no update from two teachers.

Annie and Angela will provide an article sometime before mid of Nov. Angela may share her thoughts/experience of how club introduction videos reproduce in her article.

Photos from Halloween, Articles from HS2 and Illumin

Halloween photos will be included in the newsletter. Need get the original photos with high resolution from Chuanchuan.

Select/Get an article from HS2 or Illumin website; translate into Chinese version; ask them to review the Chinese version to make sure key word translation is correct. HS2 website has few articles, we probably select an article from Illume.  
AI (Shannon): Shannon contacts Illumin to get permission for the article use.  
AI (Joyce): Joyce forward the newsletter word template to Chengbin.

First draft date: Middle of Nov.

Send review back date:

Publish date: Normally send out around 3rd or 4th week of Nov.

----- skip #6 & #7 discussion due to no LBN this year -----

6. Financial / LBN tickets report

**7. LBN preparation**

Watch out for schedule conflict with S&D, or FBLA

7.1. Promotions: Encourage performer and MC audition sign up

-- How to recruit student volunteers?

-- Chief email & start promoting in each Wechat group.

-- Especially, encourage 9th grader to perform and volunteer

--other promotion channels: Mr. Park's voice message/Mrs. Walsh's bi-weekly newsletter/Charger Account/Almaden Times

7.2. Finale dance: update from Kailyn?

7.3. Lion Dance: updates - Rong/Christine (Tracy's younger son?)

7.4. Dinner Box - restaurant and menu (Lin's Garden or discuss new options)  
Price/Entrees/containers, etc.

7.5. Raffle Prizes, Auction items – update from (Vivian, Stella, Lei, Kathy)  
Online request; door-to-door;

7.6. Ticket Sell: Start pushing for ticket sell (think about teachers that you want to invite)

Joyce to send invitations to previous principals? LB alumni?

7.7. Program booklet: Start selling ads (pricing for Front inside, Back side, Back inside, color vs black/white)

Previously - \$500 front and back cover page; \$300 back page; inside \$200(whole page; color)

7.8. Ideas for Grand Raffle Prize

7.9. Recruiting parent helpers for (Lighting, photographer, videographer)

7.10. Others: Communication for the mandatory parent meeting (letter from Annie and Annie)

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**8. Update from Meeting with Principal – Annie**

- Mrs. Rober's will be the college essay review consoler this year for seniors.
- LB will allocate \$6000 for duckling camera (about 10+ cameras) purchase. School already placed an order. Leland will provide the receipt and get reimbursement from LB later. This budget is from last year's chromebook purchasing since school district already paid the chromebook bill)
- Next Monday is the BLUE Monday schedule since next Wed. is Veterans Day.
- Back to school next year- Will receive the information/survey from the district soon. It depends on yellow or orange status.

**9. Update from Parent Club/Charger Account - Weihong**

- Nancy attended the last meeting.
- Fundraising: They hired two teachers to teach Indian dance online zoom style. Each ticket is \$25 dollars. Foundraing \$5000+
- Webex issue discussion with Mr. Park
- Back to school next year
- Newsletter print and delivery (by mail) will be handled by the publisher this year. No parent volunteers involved this year. Post Office deposit \$4000 and paid by parent club/charger.
- Next parent meeting will be the zoom meeting. LB missed the first meeting with the parent club and finally got hooked with the parent club. LB didn't get money back due to missing the first meeting.

**10. Update from School Site Council - ChuanChuan**

No update since Chuanchuan is not able to join the meeting today.

**11. Christine Benevity donate**

Q: Annie: LB received \$2000+ funding. Is this all for LB?

A: Christine: \$590 for speed debate, another one is Robotic parent match. Report has more detail. Received \$800 but not sure for LB or other groups.

A couple of donations (\$100, \$50, ) came in after the fall college seminar. Will continue on fundraising next year. Vivian suggested promoting the fundraising again in each wechat group (9-12th grade).

AI (Annie): Annie will write the fundraising article or message, and each school year's coordinator helps to post in the wechat group.

**12. Leland 20th committee**

- Need to form a committee and start on the 20th video planning, committee chairman will be Angela.
- Committee: Annie, Joyce, Vivian, Christine, Anderson, Hilta, and more (TBD)
- Probably need most of board members to support
- Draft Job responsibility: fundraising, PR, Tech, Idea(brainstorm), MC coordinators

AI (Angela) form a committee and start the planning

**13. Next Board Meeting - 12/1/2020 7:30 PM Zoom Meeting**

Other items not list in the agenda:

- Christine: If you have expenses that need to be claimed, please fill the reimbursement form.