

## 2019-2020 Fourth Leland Bridge Board Meeting Minutes

Date: 10/8/2019

Time: 7:30 PM

**Place: FDR**

Attendees: Joyce, Kathy, Annie B, Lei, Stella, Christine, Vivian, Jenny, Chuanchuan, Annie H.

1. Call to order 7:40
2. Approve Sep 3, 2019 [Meeting Minutes](#) Motion first Kathy, second Lei
3. Fall Seminar ( 10/26/2019) 10:00 am - 12:30 pm
  - 3.1. Seminar flyer—Vivian and Jenny has already made the flyers and posted on WeChat, Facebook, and email groups|Graystone—Kathy
  - 3.2. Print a couple of registration QR codes to help parents register on that day.  
QR Code has already been made by Kathy
  - 3.3. Print out manual registration form to register on site in case people can't scan QR code.
  - 3.4. Helper [sign-up sheet](#) -- Vivian/ Jenny in charge
  - 3.5. Booth layout? (Vivian/Jenny)  
Joyce will notify school for 100 chairs|Each has 30 minutes with Q&A afterwards|Annie H. will get table cloth and banner|Time: changed to 9:30 AM instead of 10
  - 3.6. Projector test (10/25 morning?) - Joyce will ask school admin  
Joyce has already asked Mr. Park and he will get back to us for how to arrange help|Jerry will help set up
  - 3.7. Post flyers on campus?
  - 3.8. Need 1-2 ppl greeting the parents from Chinese School to the Seminar?
  - 3.8. Joyce to post promotion on 10/15 school Newsletter
  - 3.9. Photographer? Jerry Y.
  - 3.10. Other promotion ideas (within Leland community?)
4. Teacher Appreciation Luncheon 11/22/2019 – Chuanchuan, Annie B. Joyce, and Annie H. will check inventory. Everyone else help.
  - 4.1. [Google doc for food menu](#)—will update later(Last year's discussion as below; FYI for now; will discuss in detail in the next meeting)
  - 4.2. Last year - Pam/Frances can help with dessert—will update later
  - 4.3. Last year - Pam/Alice can help with table decoration—will update later
  - 4.4. Last year - Chia Chi – teriyaki salmon—will update later
  - 4.5. Korean japchae noodle -- potential help from parent—will update later
  - 4.6. Chinese Fried noodle -- potential help from parent—will update later
  - 4.7. Chinese Fried rice -- Tracy? —will update later

5. Nov. Newsletter- Topics?

Chuanchuan in charge of it. Sample newsletter at [here](#)

Joyce & Annie: Article due? **End of October.**

6. Halloween treats - Budget \$300.00. (Last year spent: \$170)—**Time: 10/31/19**

In charge:? (last year: Joyce & Meng Li)—**Chuanchuan is in charge of decoration. Everyone else help. Food Joyce and Annie H. get from costco**

Discussed with Mr. Park; He would like to see our continuous support; Teachers had great feedback. (Leland Bridge will be the sole sponsor of the event.) **Yes**

7. Mr. Rodriguez (Orchestra) requested 1. LB to sponsor Moving Cost of a donated grand piano (est. \$400 - \$800); 2. Purchasing a new song for the Orchestra for \$500; 3. Piano tuning (we have been doing that already.)—**Donation still \$1,000, will discuss later if needed**

8. LBN Ads for Charger Account Publication Date:

*Advertising deadlines are approx. **2 weeks before** every publication date **Need to send them the ad at least a month in advance so they can ensure space for the ad.***

*Dates listed as: Publication Date (Issue Date) **9/25th, 10/29th, 11/26th, 01/22nd, 02/26th, 02/25th, 04/29th, 05/27th***

9. LBN request of raffle, auction items, donations (**Vivian/Stella/Kathy/Lei**) updates?  
Donation form:

**Will prepare a new one**

10. LBN audition and students training (Joyce, Annie, Jennifer)

10.1. Audition Dates: 12/06 (Fri) 5:25 pm ~ 8:15 pm

01/06 (Mon) 8:55 am ~12:15 pm

9.2. *Volunteer training date: Monday, 1/6/2020 1:00 – 3:00 pm*

*Friday, 1/17/2020 5:30 – 8:30 pm*

*Friday, 1/24/2020 5:30 – 8:30 pm*

**Google Form**

11. LBN preparation:

11.1. Purchased: stuffed puppies – **Kathy**

11.2. Start looking for parent volunteers for kitchen /hot waters

11.3. Confirm lion dance with Lion heads ( 2 ) /costume , Lion Dance training/drum

players—**Confirm with Tracy's kid|Andrew ok**

11.4. LBN Finale dance update. **Kailyn will pick the song and design dance**

12. Ticket sales update; company matching update

13. Update from Meeting with Principal: **From Mr. Park if we want more seats for AP chinese tests we probably need to do fundraising for computers.**

14. Update from Parent Club/Charger Account
15. Update from School Site Council
16. Financial report
17. Important dates of first semester.
  - 17.1. Fall Seminar (9th,10th rep) = Oct. 26th, 2019/ College application vendor fair
  - 17.2. 10/31/2019 Halloween treats for Leland staff
  - 17.3. Teacher Appreciation Lunch= Friday, 11/22/2019
  - 17.4. 11/XX/2019 Nov's Newsletter
  - 17.5. Late Nov/early Dec: LBN auditions
  - 17.6. Late Oct/Nov Sign ups for LBN student volunteers and program performers**
  - 17.7. Leland Bridge Night: **02/01/2020**
18. Future board meetings : 11/5, 12/3, 1/7/2020, 3/3,4/7, 5/5, 6/2
19. LBN Planning Meeting: Jan 14th, Jan 21nd, Jan 28th, 2020.
20. Next Board Meeting - **11/5/2019 at 7:30 PM Location: FDR**