

2020-2021 Third Leland Bridge Board Meeting Minutes

Date: 9/01/2020

Time: 7:30 PM

Place: Zoom Meeting

Attendees: Annie, Angela, Joyce, Shannon, Sherry, Christine, ChuanChuan, Chengbin, Vivian, Anderson, Jenny

1. Call to order : 7:40pm start
2. Approve Aug 4th, 2020 : By Nancy and Shannon
[meeting link](#)
 - 4 year planning feedback..thanks to Lei and Annie Bs' great help.
Successful.Many positive feedbacks such as very useful info. One guest parent suggests inviting Leland alumni to share their school experience to current Leland students for the future seminar.
Joyce: past seminars with very detailed info may be too hard to digest for the new 9th grade family. This time, our speakers, Lei and Annie, did a great job to make the whole speech clear and easy to follow up. Discussed speech in English vs. Mandarin PRO and CONS.
3. Freshmen BBQ & Back to School Night Canceled!
Thanks everyone for your help!
Any comments and suggestions for next year?
Skip discussion due to canceled
4. Halloween treats Date? How?
Target date: 10/30/2020 (Friday). Most of the teachers are on campus still. Prepare dessert treats such as cupcake, cookie, chocolate in an individual bag plus a drink such as Starbucks coffee and leave it in the faculty break room.
Barget:200-300 dollars in the past. However, it may cost more with an individual bag.
Board will determine the budget in the next meeting.
AI (ChuanChuan): go to Costco (a glass bottle of starbucks) or local stores to check the goods.
AI (Annie): Sends an email to Leland VP to find out the approximate headcounts (include teachers and staff). Joyce mentioned total headcounts probably around 90.

Teacher Appreciation Luncheon – Date? How? [Friday before the week of Thanksgiving?](#)
[11/20th Vivian](#)

Target Date: 11/20/2020 (Friday) Prepare an individual box for each teacher/staff and leave it in the faculty break room.

Budget: Total expense last year is \$982 (Lin's Garden \$460 + other expense). This year may aim the same amount \$1000

Suggested food items include the deluxe American burger/sandwich, Vietmanese sandwich, or Chinese bento box. Final options are deluxe American burger/sandwich, Vietmanese sandwich.

ChuanChuan suggests sending out a survey to find out what food teachers like as well as headcount based on the response from teachers.

AI (WHO): Send out google form surveys to teachers.

Needs help to decorate the table (Table centerpiece): TBD

5. Lower Grade Fall Seminar – Date and topic? Flyer

Feedback from parents: may be inviting graduated students back..

Sherry/Shannon in charge

- College consultation service fair?
- Screen Agers event <https://www.screenagersmovie.com/about> (suggested by a 9th grade parent YinLai Meng)

Date: End Of October (Tentative 11/1/20)

Topics discussion:

1. Inviting graduated students back for a talk. Not suitable since our audien focus on parents not students
2. Invite the academic counselor talking about future trend for SAT/ACT or other related topics such as change of college application due to COVID-19 in near future
3. Mental health care during shelter in place topic

Final pick: Boards pick up #2 as our fall seminar topic

Vivian mentioned a small gift to thank the speech presenter may be needed if no charge for the speech.

AI (Shannon): Contact Ms. Jingda Whatley to find out if she's able to give a speech and fee (if not for free)

6. Nov. Newsletter- Topics

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

Angela will write an article as VP for LBN

Newsletter topics: sum-up from the seminar, past event review, etc.

Newsletter format for this year may be different because LBN may not happen. We used to introduce the new faculty/teacher in the November newsletter. However, Leland hasn't provided the new faculty information to LB yet.

Joyce's idea: We can create volunteer hours for students to interview new teachers, write a paragraph to introduce them in the newsletter.

Chengbin: November newsletter will include "introduction to last LBN", "past event activities with photos" and maybe have the academic counselors write 2 pages paragraphs regarding the college preparing article?

----- skip LBN discussion from #7 to #12 this time due to uncertainty -----

7. Request template for raffle items, donations/auctions.

8. LBN Planning Committee Assignment:

8.1. **Adults Volunteers Chair** - (last year Joyce, this year Annie..)

8.2. **Students Volunteers Chair** - (last year Annie B, Jenny, this year Jenny..)

8.2.1. Student Volunteers Finale Dance Performance

-- Any ideas? (song & trainer, etc)

8.2.2. *Tentative dates for volunteer training.*

-- *1st volunteer training date: 2020*

-- *2nd: Friday, 2020 ??*

-- *3rd: Saturday, 2020 ??*

Note: All the dates must be finalized by a certain date to make it to the Chargers newsletter ?

-- *Mandatory parents meeting for all volunteers/performers*

8.3. **Program Chair** - (last year Annie, this year Angela)

8.3.1. Do we need Guest performer/speaker this year?

8.3.2. *Tentative audition date*

-- ***End of Sept or Early Oct. send out Audition Sign Up form***

No later than end of Oct.

8.4. **Backstage Chair** - (last year Annie + Jennifer Liu)

8.5. **Food and Kitchen Chair** - (last year Tracy; this year??)

- 8.6. **Floor/table Decoration Chair** - (last year Chuanchuan, this year ??)
 - 8.6.1. **Do we need stuff animal for table decoration this year? Year of the Rat.**
Candidates who can bring them back from China?
 - 8.7. **Stage Decoration Chair** - (last year Chuanchuan, this year?)
 - 8.8. **Raffle & Auction Chair** - (last year , this year ??)
 - 8.9. **Tickets Chair** - (last year Christine, this year Christine)
 - 8.10. **Media Chair** - (last year Stella,to Almaden time)
 - 8.11. **Lion Dance** – Last year Rong,
 - 8.11.1 Lion dance training should start at end of Dec -
 - 8.12. **Program Booklet and Ads Chair** - (last year Lei/Vivian, this year ??)
 - Last year LBN Pricing for the program booklet:
<https://docs.google.com/spreadsheets/d/1p58joL7ZCXs6CUxw82ob6kTMj5fFIUPHi3fxEO3q3Q/edit?usp=sharing>
 - 8.13. **Hospitality Chair** - (last year Joyce & Annie, Alice, Ken)
 - 8.14. **VIP Invitation** - (last year Joyce)
 - 8.15. **Discipline Chair**- (last year Jennifer, this year ??)
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- 9. LBN audition and students training dates -- Annie + Angela?
 - 9.1. Mandatory parent meeting at orientation and audition
 - 9.2. Needs to coordinate submitting LBN Ads (including audition + volunteer training time) with monthly Charger newspaper
 - 10. Status report for LBN ticket sale
 - Paypal status;
 - Company matching;
 - 12. Add LBN Photo Booth – Who will be in charge?
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- 13. Approved the Leland Bridge Tablecloth last meeting, Shannon ?
Design a new poster for Leland Bridge - (\$150) post on tracker and field/ parking lots?
Need to order 3 new posters, each of \$38 from PostNet. Board members approved the cost.

Shannon provides a few tablecloth options with price. Board chose the waterproof with 3 side styles and approved this purchase.

AI (Shannon): Will place the order to purchase one tablecloth (price around \$170)

14. Update from Meeting with Principal
Meeting Mr. Park next Monday (9/14). Any questions or comments?
College essay reviewer: Annie already emailed Mr. Park.
LB gets the feedback from one ex-senior student regarding the essay counselor service. The essay counselor helped on the essay but no response for the final version. Sounds like incomplete work. Annie will bring up this feedback to Ms. Park and to understand how the essay counselor works from Sep. to Dec. period.
15. Update from Parent Club/Charger Account, Nancy, Weihong!
No meeting holding yet from PTA so far
16. Update from School Site Council
Pending meeting dates Chuanchuan
Chuanchuan check school website, confirm there's no meeting date post yet from Leland.
17. Financial Report, Annie and Christine go to the bank.
Got a donation via paypal...
AI (Annie and Christine): Will make an appointment with BOA branch to add Annie
18. Joyce suggests that we should thank the volunteers from last LBN, how?
A couple of traditional volunteer appreciation events were canceled due to covid-19 since March. Joyce suggested to appreciate them in a different way this year. The volunteers from last and this year all included. Total headcounts around 20+ people.
How: option1: Order a family meal and deliver individually to thank these volunteers.
option2: Get a decent mooncake or taro cake box since moon festival is 10/2/20
We may check our local store first to support local small business as well
AI (everyone): Look for good deal for a family meal (budget around \$30-50)
AI (Vivian): Check our raffle prizes from LBN. If prize is still valid to use. We can use them as a gift to appreciate these volunteers
19. Website update for parents and students...(Donation)
Need to re-construct LB [main page](#). Below info needs to be included under the LB main (Home) page.
 - Leland Bridge new Logo design and meaning of new logo, need to get a ppt file from Brian regarding the logo description.

- Leland Bridge main mission and purpose
- Donation info on the left side
- New/ past event activities link on the right
- Move Leland bridge video to the right side and adjust the video point to the beginning instead of end of video.
- Content of [contributions](#) is out of date. Need to add 2017-2018, 2018-2019, 2019-2020 info.
- [Monthly Principle Chat](#) under newsletter is out of date too
- [Latest Event](#) needs update as well

AI (Anderson): Update all the info mentioned above.

AI (all Board members): For donation, everyone needs to sell 10 tickets like before for this year.

20. Important dates for first semester:

- Fall Seminar (9th,10th)= TBD: Oct /Nov, Topic/Speaker
- Teacher Appreciation Lunch= Nov 20th?
- 11/XX/2019 Nov's Newsletter
- 12/4/20, 1/5/21? LBN auditions
- Sign ups for LBN student volunteers and program performers =End of Oct/early Nov
- Leland Bridge Night: **02/06/2021?**
- Future board meetings : 10/6, 11/3, 12/1, 1/5/2021, 3/2, 4/6, 5/5, 6/1
- LBN Planning Meeting: Jan 19th, Jan 26nd, Feb 2nd, 2021
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21. Next Board Meeting - **10/6/2020 7:30 PM Location: Zoom meeting**