Date: Tuesday 5/6/2025
Time: 7:30 PM
Place: FDR
Attendances: Haiqing, Haoqing, Laura, Helene, Haiwen, Vivian Meng, Caren, Kathyrn, Maggie, Claire, Jenny, Rita, Kathy, Shirley, Lynn, Eliana, Elaine, Lei Hong

- Call to order
- Approval: 04012025 - 9th meeting minute 2024-2025

Announcements:

1. Last meeting with Ms Bal will be on 5/23 (Helene)
2. Board Transition Party (Haoqing/Helene)
    - Date: 5/20 6- 8 pm
    - Mimi's kitchen
3. Last board meeting of school year 2023-2024 will be held on 5/27 (Helene)

Announcements:

1. 2025-2026 confirmed board members:
    - President **Helene Pao**
    - Vice President **Haoqing Sun**
    - Public Relationship Manager **Rita Xing**
    - Board Secretary **Claire Hua**
    - Treasurer **Laura Wang**
    - Fundraising Manager **Kathryn Tang**
    - School Event Coordinator **Jennifer Hu**
    - Volunteer Coordinator **Kathy Wang**
    - Decoration Manager
    - 9th Grade Representative **Shirley Peng**
    - 10th Grade Representative **Vivian Wang**
    - 11th Grade Representative **Haiwen Jiang**
    - 12th Grade Representative **Lynn Zhang**
    - Webmaster **Elina Hue**
    - Newsletter Editor **Elaine He**
    - Social Media Editor **Lei Hong**

Past Business (Done):

1. Sponsor for department funding - Almost reached $8000 budget
2. 4/1 - Bylaw 2025 (Haoqing)
    - Minor changes for job and responsibilities in section 5 and 6
    - **VOTES:**
3. **3/27 - life as charger $150 income**

4. 4/23 - Pathways to college (Lei)
    - 96 including board member joined
    - $235 income
    - Thanks to Lei, Helene, Vivian, Shallu, Claire, Jenny, Haiqing, Maggie, Haoqing
    - Feedback:
5. 4/25 - Mulberry group buy fundraising (Kathryn/Helene)
    - $666 profit
    - Thanks to Helene and Kathryn
    - Feedback

Status Update (On-going Business):

1. Last Newsletter (Caren)
    - Received all articles
    - Scheduled meeting this Friday to go through the process with Elain and Caren
    - Still need lion dance photos for each event, **Lei and Laura** will send Caren by Friday
    - Updated website information with photos (Elina)
    - Updated Donation progress (Claire)
    - Expect publish newsletter end of next week
2. Vote for 2025-2026 proposed new board members: (Haoqing)
    - President **Helene Pao**
    - Vice President **Haoqing Sun**
    - Public Relationship Manager **Rita Xing**
    - Board Secretary **Claire Hua**
    - Treasurer **Laura Wang**
    - Fundraising Manager **Kathryn Tang**
    - Volunteer Coordinator **Kathy Wang (New)**
    - 9th Grade Representative **Shirley Peng (New)**
    - 10th Grade Representative **Vivian Wang**
    - 11th Grade Representative **Haiwen Jiang**
    - 12th Grade Representative **Lynn Zhang (New)**
    - Webmaster **Elina Hue**
    - Newsletter Editor **Elaine He**

- Social Media Editor **Lei Hong**
- School event coordinator **Jennifer Hu,**

3. Recruiting board members for next school year (next board)

   - Decoration Manager

4. Board orientation and skill transfer (Old/New board)
   - Orientation date: 5/6 (after board meeting)
   - Bylaw 2025: https://docs.google.com/document/d/1-pezX8lCrbe7OrNETLA4UGR7M2CqfdwCAC44zKrRXKI/edit?tab=t.0
   - Timeline 2025 - 26: https://docs.google.com/document/d/1Hwnc2haeZkHk0hj6T3FgKvXMVGlFsY8u/edit#heading=h.ea23elbm0vsy
   - Individual skill transferring period: April - May
5. BOA account transition is scheduled (Laura, Haoqing, Jenny)//Laura updated the status
   - Date: May 9 1pm
   - Helene will be added to the checking account and Jenny removed.
6. LB Functional ID transfer (Haoqing/Helene)
   - chief@lelandbridge.org (Haoqing->Helene)
   - contact@lelandbridge.org (Vivian M ->Kathryn, Lei)
   - editor@lelandbridge.org (Caren Liu -> Elaine)
   - events@lelandbridge.org (no change from Claire)
   - finance@lelandbridge.org (no change from Laura)
   - pr@lelandbridge.org (no change from Laura)
   - volunteer@lelandbridge.org (Maggie -> Kathy)
   - vp@lelandbridge.org (Jenny -> Haoqing)
   - webmaster@lelandbridge.org (no change from Elina)
7. Financial monthly update (Laura)
   - LB Cash Register 2024-2025.xlsx
     -
   - School sponsorship:
     - New teacher Bessie Cheng AP training: $730 approved
       - Vote: Approved
     - Journalism 7 iMac purchase up to 10k, actual number pending techToSchool discount check
     - LB Budget 2025-2026.xlsx
       - Vote: approved
       - Shirley will ask 15% discount from Apple
8. Board Transition Party?

- 5/20 Tue, 6:00 -8:00pm Mimi's kitchen
- Haoqing to create a Calendar event after Helene creates google group with email

9. Souvenirs with school logo (Kathryn)
    - Kathryn met with parent club to ask how they did it, they are interested, and need a follow up meeting after the next parent club president is decided next school year
10. Senior board members: Pending Ms. Walsh on how many seats per family, current year board members only
    - Maggie, Lei, Haoqing, Asked
11. Committees to recruit the new bloods might ask them if have wechat, what'sapp ID. Will try keep same group, add more people, change group name of year.
    - 9th Welcome Party committee
        - (9th rep) **Shirley Peng**
        - (VP) **Haoqing Sun**
        - Ex-9th rep/VP: **Vivian W/Jenny** (Supervisor)
        - Committee members:
        - [Support] Flyer: (Board Secretary) **Claire**
        - [Support] Decoration Manager: Helene
        - [Support] Photographer: **YongChun**
        - [Support] Mailing list **Kathy Wang**
    - Seminar committee
        - (Online) **Lei Hong**
        - (grade rep - In Person) **Lynn Zhang**
        - (grade rep - In Person) **Lei Hong**
        - Ex-12th rep: **Lei Hong** (Supervisor)
        - Committee members: **Vivian Meng**
        - [Support] Flyer/Eventbrite: **Claire** (Board Secretary)
        - Newsletter editor: **Elaine**
        - Photographer**: YongChun**
        - **Video record optional, can use iPhone**
    - Fundraising committee
        - (FM) **Kathryn Tang**
        - Online Fundraising: **Lei Hong**
        - Committee members: **Haining Sun, Jennifer Hu, Caren, Haiwen, Shirley, Haiqing**
        - Ex-fundraising manager: **Davina Liljenstam**
    - School Event committee
        - (School Event Coordinator) **Jennifer**
        - Committee members: **Monica Lam, Haining Sun, Shirley, Fannie, Vivian Wang?**
        - ex-School Event Coordination: **Kathryn Tang** (Supervisor)

        - [Support] Flyer: **Claire Hua** (Board Secretary)
        - [Support] Decoration Manager: Helene
        - [Support] Photographer: **YongChun**
    - Newsletter committee
        - (Editor) **Elaine He**
        - ex-Newsletter Editor: **Caren** (Supervisor)
        - (Mailing list) **Kathy Wang**
        - (Student writer) **Teresa Sun?**
        - (Student art designer) **MingYue Xiao or Kayleigh Chang**
    - IT committee
        - (Webmaster) **Elina Hue**
        - (Website Helper) **Danny Ju**
        - (Secretary - Eventbrite, Flyer) **Claire Hua**
        - ex-Secretary: **Shelley** (Supervisor)
        - (Social Media) **Lei Hong**
        - (grade rep - Mailing list) **Kathy Wang**
    - Decoration Committee
        - (DM) Helene
        - ex-DM: **Helene Pao** (Supervisor)
        - Committee members: **Zhen Qi, Lin Ren, Vivian Wang, Fannie**
    - LBN Program committee
        - (VP)
        - (Stage Manager) **MiaoMiao**
        - ex-VP: **Jenny Duan** (Supervisor)
        - (Finale Dance Choreographers) **Teresa Sun, Emma, (Kathryn daughter), Mingyue**
        - (Lion Dance Team Mom) **Laura, Janet, Bonnie**
    - LBN Food committee
        - (grade rep)
        - (School Event Coordinator) Jennifer Hu
        - ex-grade rep/SEC: **Haiqing/Kathryn** (Supervisor)
        - Committee members: **Monica Lam, Lin Ren**
    - LBN Check In committee
        - (grade rep)
        - Ex-grade/checkin rep: **Vivian Wang** (Supervisor)
        - Committee members: **Kathy Wang, Lynn Zhang**

12. School related matters(Rita)
    - Principal meeting update

- 1. Prefer teacher breakfast party- we can provide 60 cups of Starbucks coffee, yogurts, or some protein such as eggs as breakfast items. (Healthy options with less sugar) people in the morning don't take much carbohydrates. Time : Aug 4th 8:00 am, set up at the media center. They will set up tables for us.
- 2. Halloween party - should be held on Friday Oct 31 at 11:00 am.
- 3. Scholarship
- 4. Remove Club sponsors, remove new teacher gifts teacher training instead of gift
- 5. Keep Department fund
-
- - Laura will provide 2025-2026 budget to Ms. Bal at the next meeting on May 23, Ms. Bal will give us next year fundraising lists at the end of May.
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- - Leland bridge group estimates to receive 20k donations to support the school next year, the same as this year minus several large donations that cannot be guaranteed next year. We will add directional donation in the budget of next year, which allows flexible use if we have extra funds.
-
- - Back to school night: light music, alcohol, concert, window performance etc. we also can donate copy papers around that time.
-
- - Leland bridge night will be held on Jan 31. Ms. Bal will let us know when cafeteria reservations are available to be booked. When Leland Bridge has all events planned, can ask Ms. Bal to reserve venue.
- - Ms. Bal will join our meeting twice a year. One at the beginning of year, the other one at the second semester.
- - Ms. Bal has 15 year plan to improve physical appearance like better cafeteria, student ,
- - Students grade concern: should Meet teacher first, then the parent meet the teacher, grade counselors can help to contact the teacher if the teacher has no response or reply. Then parents can meet the assistant principal of that grade. When meeting, student, parent, teacher should all present to discuss together.
- - Leland Bridge will support Journalism 7 iMac purchase this year, before giving the total cost, Ms. Bal will check with the school district about purchasing Chromebook, iPad, or technology equipment with a discount from techToSchool.

New Business:

1. 2024-2025 Financial Report (Laura)

2. 2025-2026 Proposed Budget (Laura)
    - LB Budget 2025-2026.xlsx
3. Summer mailer package (Laura)
    - TODO: Laura to create 2025-2026 Donation drive (google doc):
    - 9th Welcome party flyer (optional)
        - If ready, it can be included into summer mailer package; LBN tickets can be sold; tickets design can be ready in early July (Helene/Keyleigh)
    - Will be digital format this year with separate email from Ms. Bal to ask for donation

4. Incoming 9th grade Orientation (Kathryn/Haoqing)
    - Date: 7/30
    - Presentation slides (Helene) - send to Ms Bal by middle July
    - 2025-2026 Donation drive (Laura, google doc):
    - 9th Welcome party flyer (Claire)
5. Staff Meeting Breakfast Treat (Jennifer or Monica?/all board members)
    - Date: 8/4 8:00 am
6. 9th Grade Welcome Party 2024 (Haoqing/Shirley)
    - Date: 8/23 (School start date on 8/7)
    - Location: Leland Cafeteria ? (Claire)
    - 9th Welcome party flyer: (Claire)
    - 2nd hand book donation drive? (June/July)
    - 2nd hand book and PE cloth donation drive? (June/July)
    - Kick off meeting date: beginning May
        - Styles like potluck, school club booth, etc… ?
        - Volunteers? Suggest to use 9th grade parents as the volunteer
        - LBN ticket distribution on event day
        - Suggest parents to bring check (Rita/Shirley)
    - TODO: Facility reservation (Claire)
7. Back to school Night (Jennifer?)
    - Date: end of August/ Beginning of September
    - LBN ticket distribution
    - 2025-2026 Donation drive (google doc):
    - Need to find some graduation parents: Maggie?
8. LBN 2026 (New board)
    - LBN Ticket design (TBD)
        - Due date: beginning of August (two weeks for ticket print)

- Date: 1/31/2026 (Chinese New Year 2025: 2/17/2025)
  - See important dates
- TODO: Leland Cafeteria reservation (Claire)

- TODO: Insurance renewal in August which is required by Facilitron reservation. (Laura)

Individual Routines:

1. Each grade representative needs to read Mr Bal's weekly news and Leland counseling department email and remind related updates to your WeChat group. (Vivian, Haiwen, Haiqing, Honglei)
2. Finance related: (Laura)
   - Remember to reimburse your expenses
     - LB Reimbursement Form 2024-2025: https://docs.google.com/forms/d/1eYunCoWPSxzuQ2dFo6FrfIYvtYnicD1sRZPr4KOfbZI/viewform?edit_requested=true
     - Use **Image Size** app on mobile or **Preview** on mac to resize the receipt picture to size less than 1M before uploading.
   - Process donations and reimbursements
   - School related sponsorships: Requires the school program/club to add Leland Bridge as the sponsor on their website. (Jenny)
     - https://docs.google.com/forms/d/18c2G-IMr-VNyvniYj5h8ECxa4XCPNVMim65AbgyA8tQ/edit
2. Newsletter (Caren)
   - Need to send to Mrs Walsh on 10th and 25th every month if any. (time may change, refer to Mrs. Walsh's email)
3. LB Mailing list (Maggie)
   - People who registered for LB events
   - People who donate to Leland Bridge
4. Website (Elina)
   - Add meeting minutes (monthly)

- Add Donation Drive report/ Chart (per LB newsletter) parent want to know where their donation consume about
- New events, albums, past event page.

5. Events@lelandbridge.org google calendar update (Claire)
    - Update LB events
    - Update important school events monthly
6. PR (Rita)
    - Attend parent club and school council meetings

Important Dates:

1. 2025-2026 LB board transition party
    - 5/20 6-8pm Mimi's kitchen
2. 2024-2025 LB board meetings will be held at **7:30 - 9:00 pm** in person @ **Faculty Room** on the first Tuesday monthly
    - Year 2025: 5/27
3. 2025-2026 LB board meetings will be held at **7:30 - 9:00 pm** in person @ **Faculty Room** on the first Tuesday monthly
    - 8/5 (zoom meeting)
    - Year 2025: 9/2, 10/7, 11/4, 12/2
    - Year 2026: 1/6, 2/10, 3/3, 4/14, 5/5, 5/26
4. 2024-2025 Monthly meeting with Ms Bal will be held at 8:45 am in person @ Ms Bal's office
    - Year 2025: 5/23
5. 2025-2026 Monthly meeting with Ms Bal will be held at 8:45 am in person @ Ms Bal's office (To be confirmed with Ms. Bal)
    - Year 2024: 8/22, 9/19, 10/24, 11/21
    - Year 2025: 1/23, 2/27, 3/27, 4/24, 5/22
6. Leland Bridge Night 2026 @ **Leland Cafeteria**
    - Audition: 11/28, 12/5 (Friday) 5:30 - 8:30 pm
    - Planning meetings: 1/6, 1/13, 1/20 and 1/28 7:30 - 9:00 pm at cafeteria
    - Student volunteer training: 1/9, 1/16, 1/23 (Friday) 5:30-7:00 pm cafeteria
    - Performance rehearsal:
        - 1/12 - 1/15 (Monday - Thursday) 5:30-9:00 pm
        - 1/16 (Friday) 7:00-9:00 pm
        - 1/01 - 1/22 (Tuesday - Thursday) 5:30-9:00 pm
        - 1/23 (Friday) 7:00-9:00 pm
        - 1/26 (Monday) 5:30-9:00 pm
    - Dress rehearsal: 1/28, 1/29 (Wednesday, Thursday) 5:30-9:00 pm

- Decoration: 1/30 (Friday) 5:30-9:00 pm
- Final rehearsal: 1/31 (Saturday) 8:30 - 12:30 pm
- **Showtime: 1/31 (Saturday) 6:30 - 9:00 pm**

Each event leader communicates with Elina on what should be updated on the website.

Board Members Tips:

1. 2024-2025 financial related form/sheets (Laura)
    - Leland School Sponsorship Application Form 2024-2025: https://forms.gle/YdTzZu7RGbENef5R6
    - Leland Bridge Reimbursement Form 2024-2025: https://forms.gle/fqJsV5DxNJyQJpW57
    - Leland Bridge Donation Drive and LBN Ticket Purchase 2024-2025: https://forms.gle/u7QkSs59bJ55PVDr9
    - Leland Bridge General Donation 2024-2025 (No LBN ticket): https://forms.gle/kYYXfjuCvn9zdpx58
2. **Never send internal meeting invites to events@lelandbridge.org.** Its calendar is public and used for our official website. (Claire)
    - **All event coordinators** are responsible for checking emails in inbox of events@lelandbridge.org

Next LB Meeting :

Time: 5/27/25 7:30 PM Tuesday

Location: FDR