

2019-2020 Fifth Leland Bridge Board Meeting Minutes

Date: 11/05/2019

Time: 7:30 PM

Place: Faculty Dining Room

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

1. Call to order 7:38pm
2. Approve Oct. 8, 2019 [Forth meeting minutes](#) Motion first Kathy, second Annie B.
3. Review of 10/26 College 101 Seminar Everything went well. Suggest the academy institute focus more on the college information instead of promoting themselves.
Moving the time 15 minutes earlier in order to get preparing sitting window time next year.

Promotion channels; Feedback from advertisers; any questions/concerns

Review of 10/31 Halloween treats at FDR Buy less cakes next year.

4. Teacher Appreciation Luncheon on 11/22/2019

Review [Sign Up from Google doc](#)

Please see the Teacher Appreciation Luncheon file.

Need to fine invitation Cards in the Strage

Which board members can attend the luncheon - ?

Set up/ Greet staff-direct traffics/Serve meals/Clean up

Print invitation - ?Joyce

Send invite to teachers/staff - Joyce

Print labels for each dish -- ?Chuanchuan

Central pieces decoration – ?Chuanchuan

Raffle prizes: Budget?

(Remaining from LBN?)

:Target \$15, Costct \$25, Safeway \$25x2, Legends pizza \$25x2, \$5x2, Pomodoro pizza \$30.

4 certificates:

Unlimited amount of 2 week Martial Arts gift certificates - value \$150

Raffle Unlimited amount of 2 week Pilates gift certificates, - value \$100

Reformer Lesson and Consultation w/ Janel Waldschmidt (45min) - value \$250

up to 2 - Group Training (Fitness, self Defense, or Leadership development: Confidence, Focus, etc) -

Vision Martial Arts value \$325

Prep items: water dispensers, White plates. -- how many do we need?

Bring utensil (big spoons, food tongs 夹子) Chinese school has some food tongs.

Dish arrangement – desert (Helen Shih & Frances?), teriyaki salmon, noodle/rice – any volunteering parents? 小金, Helen, 佳芝

5. November Newsletter update.

First draft date:

Send review back date:

Publish date: end of Nov?

Chuanchuan's brother help to design the Logo and Color

Joyce buys banner and tablecloth later on.

6. Financial / LBN tickets report Christine assign everybody tickets to sell.

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 groups.

-- 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? Annie B already confirmed, Kailyn will do the dance design.

7.3. Lion Dance: updates - Rong/Christine (Tracy's younger son?) Rong's kid and will need total 7 people to perform. Christine asks Mike. At least need to recruit 2 new members for lion dance. Jenny and Vivian will ask for volunteer in WeChat group.

7.4. Dinner Box - restaurant and menu (Lin's Garden or discuss new options) Price/Entrees/containers, etc. Same as last year. Tracy no more label names. Budget may be required for rehearsal and Friday night students to give a special dinner.

7.5. Raffle Prizes, Auction items – update from (Vivian, Stella, Lei, Kathy) Online request; door-to-door; Vivian will start a group chat. Ask in WeChat for students willing to volunteer for door to door.

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

Joyce to send invitations to previous principals? LB alumni? By end of December. VIP 10 tickets.

7.7. Program booklet: Start selling ads (pricing for Front inside, Back side, Back inside, color vs black/white) Christine checks the price. Almaden time advertising.

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

7.8. Ideas for Grand Raffle Prize Tracy's son would like to sell the raffle prize

7.9. Recruiting parent helpers for (Lighting, photographer, videographer) We need a new member from ninth grade

Student volunteer trainer: Jennifer and Jenny

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

7.11 Stuff animal update (Kathy) Will get her friend to buy on TaoBao (mouse)

8. Update from Meeting with Principal –

9. Update from Parent Club/Charger Account

10. Update from School Site Council

11. LBN planning meeting – 1/14/20,1/21/20,1/28/20

12. Next Board Meeting - 12/3/2019 7:30 PM Location: FDR