

2018-2019 Sixth Leland Bridge Board Meeting Minutes

Date: 12/04/2018

Time: 7:30 PM

Place: Faculty Dining Room

Attention: ***Please join LBN planning meeting - 12/18/2018***

Attendees: Kathy, Winnie, Stella, Meng Li, Christine, Tracy, Ying, Lei, Rong, Yanqin, Anni, Joyce, Mike, Alice, Jennifer Ang

7:38pm

Motion: Mike; Second: Lei

1. Call to order:
2. Approve [11/06, 2018 meeting minutes](#).
3. LBN Chairs - Please report what you have/need and proposed schedule
 - 3.1. **Adult Volunteers Chair - Kathy**

Parents volunteers needed:
Lighting (1),
photographer (2-3), -- MC parents + Jarry Yao (9th grader's parent)
Joyce will confirm with Jerry – Update: Jerry confirmed with Kathy (12/6)
videographer (2) -- MC parents
-- Need to be finalized in LBN meeting on 12/18.
Last year volunteer as reference.
Lighting:
Replacement of Mike Hsieh for spot light? Parent preferred (with some experience)
Landisy?
Sound System: Justin Chen & Lance Man. 陆建飞 ?
Photographer: Jay Liu (confirmed by Annie); Ramen Peng? (Lei will ask; may not be available all the time)
 - 3.2. **Students Volunteers Chair - Annie, Jennifer , Tina**

Alice: Ran into Eric Zhang; he said he has no ideas how to sign up.
Suggestions: Due date should be stated on all the forms;
Emails – only goes to parents' email accounts;
Social media – Facebook, Instagram, etc (easier way to reach students.
Annie: Send out statements to address the urgency – must sign up by 12/23 (weekend after the final); Link will close after 12/23.
Annie will draft the message; Kathy will collaborate.

3.2.1 Update on Students Sign up; Due date for sign up (12/15);
So far has 26 students signed up, need to promote more in each wechat group. Target is 70-80 students. Last year was 76 registered.

3.2.2. Draft for parent letter; Share sign up spreadsheet with Jennifer;
Jennifer confirmed;

3.2.3. How many parents are needed to help with check in on the training dates? Alice, Kathy, Lei, Stella, Winnie, Jennifer

3.2.4. LBN- 4 adults needed to supervise the students; Who can help on 1/7, 1/18 1/25? Ask Shumin for checklist; Annie should have a copy, too.
Jennifer Ang needs the student waiver forms updated.

3.3. Program Chair - Joyce.

3.3.1. Create audition schedule list for 12/07. Send email notice to students for their time slots. And confirm the time slots.

Alice: Get more information before 1/7 final auditions (sometimes students look to show technical skills while our focus is to fit the festive event).y
Joyce will follow up with 1/7 audition performers to see if they can provide videos two weeks before 1/7.

3.3.2.. Ask who can attend the audition for judge? Ken (need to be confirmed again), Lucy is not available for 12/07, ok for 1/7, confirmed.

3.3.3.. Judges needed for audition on 1/7/2019 from 9:00am - 12:30pm.
-- Who can attend? Lei will ask Ken; Lucy will come (Kathy)

3.3.4. Program Update:

-- Total 6 programs so far, 4 MCs. Plus Lion Dance,

-- potential programs need to follow-up:

- a. Eric Zhang, Calvin Hsiao, + 2 girls
- b. synchronized swimming (Jennifer Liu)
- c. Halyie band , (Joyce Qi, would like to join band, not leader)
- d. Kailyn + Masson ??
- e. 9th grader skit
- f. K-pop
- g. Illumin8
- h. Introduce all board members on the stage? (Boardmembers are not too excited about this idea. – will not proceed)

3.3.5. Ideas for finale program=> Need choreographer and Student dance lead.

<https://www.youtube.com/watch?v=xuyEr8ghldg&feature=youtu.be>

Can Jennifer help to find choreographer ?

Ask Kailyn + Alice's daughter + MC to lead dance?

Ask Lucy's daughter for choreographer

Jennifer will follow up with Lucy & Tiffany Xiang.

Annie: the dance should be ready by Christmas break and get the video ready to Annie by 1/2.

3.4. Backstage Chair - Joyce.

3.4.1. Jennifer Liu will help. (Need to confirm - confirmed), Rong as backup?

3.4.2. Joyce needs to start checking in with Mr. Rodriguez and the drama teacher after audition. Needs to clear out the space behind curtains and keep the back stairs and hallway open to use as "Dressing Room."

Mic to be tested on 1/7

3.4.3. Student volunteers - lighting (2)

-- last year was Andrew Lin+ Jet Lin+ Lindsey, need to be confirmed.

Joyce to confirm (search dressed rehearsal to find these student emails); Curtain? Ethan Huang (Tracy confirmed.)

3.4.4. Move props (3-4 students)

Need 4 students in backstage. 2 one each side to help move props.

-- last year was William Lu, Ethan Chen, need to be confirmed

Kathy will confirm with William & Ethan

3.4.5. Backstage runner (1)

-- last year was Ho Hsin Wang ? need to be confirmed

Lei will confirm with Ho Hsin - confirmed

3.5. Food and Kitchen Chair - Rong, Vivian, Tracy, Jenny Jin

3.5.1. Dinner Selection -- *Lin's Garden- Menu, Need someone to order one sample, settle up the prize, last year as \$8.5, ordered 370. Extra \$100 for better box. We can buy box separately or ask them provide better box again??*

Discussion: Lin Garden may not be ok with the \$8.5 price – due to inflation. Box extra.

Kathy: Tracy or Lei to order a sample from Lin Garden

3.5.2. Water boilers -- *Can we borrow 3 water boilers from Chinese School. Contact with Mrs Brasher ? (No need) Need to boil water early from 1:00pm.*

Ying: Adults should be in charge of hot water for safety concerns.

Kathy: Lin, Tian will provide tea bags (Lipton)

3.5.3. Purchase -- *Fortune Cookies to place on the LBN guest tables ? Lin Garden will give us Fortune cookies for free*

3.5.4. Distribute the food during the LBN based on the list provided from Joyce and Annie/Jennifer including, suggest to put color star stickers to distinguish the food:

- a. Backstage crew,
- b. Performers/MC,
- c. adults volunteers list (lights/sounds/video/photo ppl)
- d. Student volunteers list, If overlap with performers, go with performers first.
- f. Guess.

3.6. **Floor Decoration Chair - Alice/Annie**

Annie: Alice will be solely in charge of the decoration

3.6.1. Needs to borrow some tables from the district
-- *Heads up for Mrs. Dougherty now - Joyce needs to contact with Mrs. Dougherty, ask custodian about inventory of current table and chairs. Then Mrs. Dougherty borrow from school district.*

3.6.2. Recruit parent/student volunteers in Jan (set up spreadsheet with shifts) ??

3.7. **Stage Decoration Chair - Alice/Annie**

Same as last year.

Alice will be in charge of Stage, too.

Lei: Joyce Qi (from Americans Chinese Taiwan club) approached and ask if there's anything they can help. Lei to connect Joyce & Alice.

3.8. **Raffle & Auction Chair - Selina, Ying, Stella, Meng, Tina??**

3.8.1. Update on the donation items,

<https://docs.google.com/spreadsheets/d/1jV4Vf8APwTdBtjt2SVGgHKZnojsgl8I0qQ6z4435EU/edit?usp=sharing>

3.8.2 Grand Prize options:

JBL bluetooth speaker ~ \$80

Echo Alexa plus (2nd gen) ~ \$149
iPad 9.7 inches ~ \$245,

3.9. **Raffle Tickets Chair - Ying, Selina, Stella, Meng**

3.9.1. Separate the prizes, to 3 categories, since we gonna have to 3 times to draw raffle.

3.9.2. Make 4 Raffle boards plus another parent volunteer- Train 8 students (4 teams) to sell raffle tickets

3.9.3 One Raffle volunteer need to match the raffle prize with tickets.

3.9.4. Centerpiece (50 Stuffed animals) selling: Christine? Collect \$\$.

Ying: online – still waiting for responses; sports teams & museums – emails sent; should focus on local vendors which should be more responsive.

Kathy will accompany with the raffle team for local visits during the Christmas break.

Ask for donations from parents via WeChat? Alice: may not be appropriate as it may affect parents' willingness to buy raffle tickets.

Red envelops with cash inside – very popular idea for grand prize. E.g. \$88, \$168; Alice: use piggy bank container.

3.10. **Tickets Chair - Winnie/Christine** For Will Call tickets.

3.10.1 Next ticket sale on Saturday, 12/15. *From 10:00 am -12:30 pm at Leland High Chinese School.*

Who can come over to support ?

3.10.2 Share ticket sale log from this year and last year (view only-no editing log sheet)

Paypal will be used for donations only. Will not promote Paypal payment for ticket sales.

Ticket sale scenerio

3.11. **Media Chair - Stella ?? ...**

Connect with Lei on how and when to contact Almaden Times, write an article post on Almaden Time

Joyce to provide Almaden Time contact

Ms. Walsh for e-newsletter

3.12. **Program Booklet Chair - Lei/Vivian**

All raffle prizes list, program list have to be done on 1/15, give Lei 2 -3 weeks to print out Program list.

-- *Need to discuss more in LBN meeting on 12/18*

Due Date for Ads? Update the pricing again and share Ads log sheet.

https://docs.google.com/spreadsheets/d/1sAU_Bmly22VVKqe_fvgGnkRN9mX__mZwNo6hHXBZ0SM/edit?usp=sharing

Kathy: Board members to ask around for advertisement possibilities.

3.13. Hospitality Chair - Ken/Alice/Kathy

3.14. [VIP invitation](#) Chair - Kathy

Please invite your favorite teachers/staff- update your invite with this link

https://docs.google.com/spreadsheets/d/1ZCSQ_Rvyb3GsP15AwQE7xp86B_CyM6m4LoauOo3n7js/edit?usp=sharing

3.15. [Discipline Chair](#) - Mike and Jennifer

3.16. [Lion Dance](#) : Updated from Mike

3.16.1. Mike will reach out parents take a turn to help for lion dance training during the break. Notes from 11/05 meeting minutes:

Mike: enough people this year; need to recruit for next years (backups:

Tim Sun (Li, Meng); Victor (Joyce); Andy Liu (Yan, Rong))/ Practice time:

Xmas break.

3.16.2. Mike will follow up with all kids who did lion dance last year and in charge of schedule training new kids for lion dance.

Mike to inform Lion Dance performers that they can volunteer, too.

3.17. [Photo Booth](#) - Alice?

-- All free picture for each student volunteer and parents.

3.18. [Student Volunteers Finale Dance](#): -- Jennifer in charge?

IMPORTANT!! Updates as of LBN audition and Students training time –

Audition dates/places

1. 12/7/18 (Fri) 5:30 – 8:30 pm @ Library/Media Center
2. 1/7/19 (Mon) 9:00 am – 12:30 pm @ Cafeteria

Student volunteer training dates/places

1. 1/7/19 (Mon) 1 – 3:30 pm @ Cafeteria
2. 1/18/19 (Fri) 6:30 – 8:30 pm @ Cafeteria
3. 1/25/19 (Fri) 6:30 – 8:30 pm @ Cafeteria

Cafeteria is reserved for two weeks before the LBN (2/2/19) –
1/21/19 – 2/1/19 afternoons from 5:30 – 9:00 pm for practices/staging

Notes: LB may have to share the Cafeteria with the Cheerleader team – small group and usually they stay in the back of the Cafeteria. Also Drama class uses the Cafeteria from 3:30 – 5:15.

4. Financial Report: Update from Winnie/Christine
5. Update from Meeting with Principal:
 - 5.1 We plan to buy outdoor recycle bin for Leland. Waiting for Mr. Park's stats about how many we need to buy, how big we need to buy. So we can decide the price. Has to be outdoor recycle bin for all weather conditions, using for cans and bottle only.
 - 5.2 Mr. Park will give us a list of VIP name from school district which we need to invite for LBN.
 - 5.3 Mr. Park will advertise LBN for us around Jan 8th (Tuesday) through bi-weekly updates.
6. Update from Parent Club/Charger Account: (run Ads for LBN in Jan?)
7. Update from School Site Council:
8. **LBN planning meeting - 12/18/2018**
9. Next Board Meeting - **1/08/2019** 7:30 PM Location: FDR
Discussion: Newsletter quality control; board members should all review the newsletter before it's sent and should resume the vote procedure.
Joyce to invite the year book editor to come to LBN.
Tracy to create one more flyer to ticket sale to be posted on January's Charger Account.
10. Coming up important dates:
 - LBN Planning meeting 1/15/2019 7:30 PM Location: FDR**
 - LBN Planning meeting 1/22/2019 7:30 PM Location: FDR**
 - LBN Planning meeting 1/29/2019 7:30 PM Location: FDR**
11. **Leland Bridge Night 2/2/2019 5-8 PM.**
59 days left!!

“Alone we can do so little;
together
we can do so much.”

~Helen Keller



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