

## 2019-2020 Seventh Leland Bridge Meeting Minutes

Date: 01/07/2020

Time: 7:30 PM

Place: Faculty Dining Room

Attendees: Joyce, Annie H, Kathy, Lei, Tracy, Jennifer, Christine, Vivian, Jenny, Chanchan, Hulta.

Call to order: 7:40 pm

1. Approve Dec 3rd, 2019 [meeting minutes](#) Motion first Jenny, Second Vivian
2. Upcoming Leland event: Annual 8th Grade Information night on Thursday Jan 16th, 6 - 7:30 pm in the main gym.
  - 2.1-LB will need to set up a table

2.2- Needs 2-3 parent volunteers to mend the table Joyce, Annie H, Jenny

2.3 Items needed: LB banner, LB poster, parents sign in sheet, 2019 LBN program booklet, A few pens.

3. Mr. Meng's funeral: 花圈/花藍 on behalf of Leland Bridge? [Voted approved \\$200-\\$300](#). Jennifer asks Tina for detail. Miscellaneous.

4.LBN Chairs -

[Adult Volunteers Chair – Joyce](#)

[https://docs.google.com/spreadsheets/d/1f0m98mEge23U0\\_dp2yt72mAycACSF92piQQ2MWKKcmg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1f0m98mEge23U0_dp2yt72mAycACSF92piQQ2MWKKcmg/edit?usp=sharing)

[Parents volunteers needed: Lighting -](#)

No adult helper needed; Ms. Webb doesn't prefer parents to touch it.

Lindsey to be confirmed

[Photographer: confirmed](#)

[Videographer:](#)

[Audio/Sound : confirmed](#)

[Raffle Prizes:](#)

[Raffle prizes organizer : Organize the prize list; give sponsor names to Hulta/Lei for the booklet; prize descriptions for the MCs; one index card for one gift](#)

[Raffle Tickets sale:](#)

[Staff Animal: Ready](#)

[Student volunteer for raffle prizes:](#)

[Back Stage Curtains:](#)

[Backstage help props:](#)

*Backstage runner: Needed more students*

*LBN Check-In table:*

*LBN Will Call/ticket sale:*

*CNY Photo backdrop:*

Students Volunteers Chair – Jenny/Annie B./Jennifer/Tina

*Annie needs to provide the roster for student volunteer then Annie H. needs to mark the student performers on the sheet.*

*Updates from Jennifer Ang:*

Next time parents MUST be copied when emailing students

*Student Volunteers Dance: MCs*

12 Grade:15 students

11 : 8 students

10 : 31 students

9 : 16 students ( need more from 9th grade)

Raffle tickets sales:

Raffle prizes Stella, Vivian, Lei, Kathy

(Notes from last year)

➤ Separate the prizes, to 3 categories, since we will have 3 times to draw raffle.

➤ Make 4 Raffle boards (Ying + Selina + Stella+Meng) - Train 8 students (4 teams) to sell raffle tickets.

(Try to reuse or re-design for recurring use in the future)

Need couple parents to train 8 students (4 teams) to sell raffle

Tickets

**Grand prize: Apple AirPods Pro (2020) Purchased by Annie H**

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

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

Raffle boards, baskets, envelopes

Needs to review with student teams for raffle sales (when?)

Raffle sales on LBN: students with questions report to whom?

Movie tickets drawing prize- after clean up on LBN ( how many tickets?)

*Program Chair – Annie H.*

Lists of programs:

-- *Total 12 programs. (Tentative)*

Annie email Karen (Pipa) suggests shorten the song to around 2 minutes or find a friend to perform together.

MCs scripts updates has been practicing at Annie B's house.

Annie H. - Email notice to school for audio/sounds/lighting system:

- Check with Mr. Rodriguez to borrow music & mic stands, piano and tuning piano
- Check with Ms. Webb for lighting panel, asking student volunteer, ask her if need another students
- Check with Mrs. Dougherty/Mrs. Walsh/Ms. Webb/Mr. Rodriguez, setup a time (2 weeks before LBN) for testing speaker, mic, stage lighting, Remember to notice Justin/Lance/Han, Andrew/Jet/Leo, Ethan/Dylan and Lindsey when you test it.

#### 4.4 Backstage Chair – Annie H.

Adult coordinator : Jennifer Liu (confirmed)

#### 4.5. Food and Kitchen Chair - Tracy, Rong, Jenny Jin, who else?

- The Bento has finalize with "The Bento Box" restaurant in Milpitas.
- The Bento main course is BBQ chicken with no cabbage no spicy Turnip, add broccoli or others instead.
- Chuanchuan suggests Oranges provide later.
- How many parents do we need in the kitchen. Selina, Jenny King
- Jenny Needs to provide the roster for student volunteers to Tracy.

Due date set to be 1/18

- Dinner Selection- Who will take care of contacting the restaurant?
- Volunteer students – bento boxes.
- Snacks: curies? What else?
- Do we need 旺旺仙貝? no

Extension cords: 4 for kitchen (last year: ask Tian); 3 for backstage; (last year: Rong, Selina, Lei, Tracy)

Tea bags – last year: Purchase new Tea bags.

- Water boilers (Borrow 2 from Chinese school and 2 from Speech & ;

Debate) Lei – one outlet can not afford more than one water boiler; *need 4 outlets for water boiler. Lei gets it from Chinese school. 4 from Speech Hilda gets it on 1/31 ( need to remind her)*

- Make sure to prepare a water bottle just in case some people ask for water not tea. (Mine (Joyce's) sometimes not working properly..... who else has it?)
- How many water bottles we need?? One box?
- Chuanchuan: will provide utensil and wrappers for Tracy
- Distribute the food during the LBN based on the list provided from

Annie & Jenny need to provide the name list,

Due 1/18

- a. Backstage crew,
- b. Performers/MC,
- c. Adults volunteers list (lights/sounds/video/photo booth)

To discuss – better have names on the boxes? (Tracy will prepare sharpe)

d. Student volunteers list, If overlap with performers, go with performers first.

e. Guests

#### **Floor and Stage Decoration Chair - Chuanchuan/Annie Bi?**

1.4.1. Borrow tables from the district – may need to follow up

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

1.4.3. Supplies: table runners, tapes, duck tapes, etc?

1.4.4. 1/31 all board members come to the Cafeteria at 4pm for decoration. How many student volunteers are needed?

*Christmas lights from Tracy for the stairs ( bring it next Tue)*

**Raffle & Auction Chair** – Vivian, Stela, Lei, Kathy

Update on the donation items,

[https://docs.google.com/spreadsheets/d/1bgSEW9kL8Zq95kpBlohaU-urk7eKNurutJmv\\_pz\\_0V8Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1bgSEW9kL8Zq95kpBlohaU-urk7eKNurutJmv_pz_0V8Y/edit?usp=sharing)

All raffle prizes list, program list have to be done on 1/19, give Hilda 2 weeks to print out Program booklet.

#### **4.6. Raffle Tickets Chair – Stella, Vivian, Lei, Kathy**

1.6.1. Raffle incentive prizes? Annie B.: gift samples from Shiseido  
(Try to reuse or re-design for recurring use in the future)

*Selina will help*

contact starbucks, TJ, Whole food... De Young Museum member has free tickets (Chuanchuan)

Total around 10+ gifts now.

Flex 200, elite 300

Raffle trainers:

### **Tickets Chair - Christine**

Update on ticket sale - on target/behind? Total 430 tickets. Sold around 300 now.

Next ticket sale at San Jose Chinese school: -- Jan 11th ?

*Next ticket sales at San Jose Chinese School: -- Jan 25th?*

Media Chair - Chuanchuan Joyce needs a student for writing an essay.

Contact Almaden Times, and Chinese newspaper (World Journal 世界日報)

Ms. Walsh for e-newsletter, Needs to connect with Year Book staff

**Program Booklet Chair – Hilda/Lei**

Review pricing again and share Ads log sheet

<https://docs.google.com/spreadsheets/d/1XEZCzURhtZmw13mDdh2m8PnlvNFsToZzb7hU4wRPvU/edit?usp=sharing>

Hospitality Chair - ?

Joyce: Follow up with VIP on attendance & tickets needed

Mr. Craycroft will bring both kids

Joyce asks Jennifer Liu about church invitation? Hilda asks Mrs. Brasher.

Check with Jennifer and Tina who else need to invite.

Lei suggests maybe can get a discount if one person invites more teachers?

**How do we deal this extra ticket request for VIP?**

( name tags for VIP guests)

**VIP invitation Chair - Kathy**

*Needs to invite teachers by this next 2 weeks.*

**DISCUSSION: DO WE OPEN TEACHERS INVITATION TO GENERAL PARENTS?**

Last year: Lei will ask Janice to invite the Yearbook teacher. MCs should invite more teachers because this is their show.

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

[https://docs.google.com/spreadsheets/d/1tN5KFK-ioRJAoRSRp3\\_DWK1jWHw\\_W6JQXiAmSz-SFaw](https://docs.google.com/spreadsheets/d/1tN5KFK-ioRJAoRSRp3_DWK1jWHw_W6JQXiAmSz-SFaw)

Discipline Chair: Jennifer, Joyce: will ask Frank

Lion Dance : Rong/Christine/Tracy

-- *Lion dance within 5~6 minutes.*

Photo Booth: replacement? Place in the center section in front of the double door

Supervised by: **See special tasks volunteer list** (5-5:30 pm and after 8 pm)  
student volunteers can take pictures before 5 pm?

Coming up important dates:

- LBN Planning meeting 1/14/2020 7:30 PM Location: FDR
- LBN Planning meeting 1/21/2020 7:30 PM Location: FDR
- LBN Planning meeting 1/28/2020 7:30 PM Location: FDR

1.19. **Leland Bridge Night 2/1/2020 5-8 PM. 24 days left!!**

1.20. Next monthly board meeting 2/4/2020 7:30 PM FDR