

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE

Minutes of YHALE Governing Board Special Meeting on October 10, 2023

A special meeting of the YHALE Special Events Committee was held on October 10, 2023 at 6:30pm at 1441 Dunwoody Village Parkway, Suite 100, Atlanta, GA 30338. The meeting began approximately at 6:40pm

I. Attendance

Marissa Le
Liza Park

II. Lunar New Year Overview

- a. Purpose – within YHALE’s Charter to include cultural events. Lunar New Year is one of them, and a chance to market YHALE for future enrollment
- b. Time- 12:00am – 3:00pm
- c. Date – February 3, 2024
- d. Location – YHALE school parking lot (same as last year)

III. Leadership Assignment Discussion and Planning

- a. Need to assign leaders to take on the following areas of planning:
 - i. Marketing – FB, WeChat, Instagram, Eventbrite, Mom Groups; postcards and flyers printing, sponsorships
 1. Need to email Michelle and Ji Ma about printing flyers from last year
 2. Deadline for postcards before open house in the Winter- need to know what dates for open house to get them on the postcards – January 20, 2024; January 27, 2024; February 3, 2024 (Lunar New Year); February 17, 2024; February 24, 2024; February 25, 2024
 - ii. Vendors (goods, services, food- do we want food trucks?)
 1. Got a few applications in for vendors – still need to get more in- will ask Ji Ma for assistance
 - iii. Volunteers – signup genius set up, volunteers to man the booths, school tours
 1. Volunteer booth for sign in/ signing out and instructions (Marissa will man that booth)
 - a. Forms for volunteers (high school students needing hours)
 - b. Will ask PTO and Tamecha for assistance
 - iv. Program/ Entertainment and Kid Stations – DJ already reserved (will send me the invoice); Lion Dance already reserved (\$1,500 invoiced emailed to Marissa already) - need to discuss stage performances (use enrichment vendors to prepare performances/booths)- Kid Stations (face painting, photobooth, calligraphy, paper lanterns, coloring station, kite making)
 - v. School Tours – tours every hour (3 tours starting at 12:30am) – need volunteers to man the sign-up booth, give school tours, and answer questions.

IV. Lunar Luminaries – discussion of parade idea and “Azalea Trail Maids”

V. Adjournment 7:45pm