

Date: Tuesday 3/4/2025

Time: 7:30 PM

Place: FDR

Attendances: Haiqing, Haoqing, Laura, Helene, Haiwen, Vivian Meng, Vivian Wang, Caren, Rita, Kathryn, Elina, Lei Hong, Maggie, Claire

- Call to order
- Approval: [02/11 2025 - 7th meeting minute 2024-2025](#)

Principal meeting update

- Potential all parent club meeting to discuss budget, spending and events

PE teacher 2 ball carts \$264 each: The ball cart we have now was made in 1982 and doesn't fit through the doors of the gym. **Approved**

Announcements:

1. 2025-2026 confirmed board members:
 - President **Helene Pao**
 - Vice President large events **Jennifer Hu?**
 - Vice President operation **Haoqing Sun**
 - Public Relationship Manager **Rita Xing**
 - Board Secretary **Claire Hua**
 - Treasurer **Laura Wang**
 - Fundraising Manager **Kathryn Tang**
 - School Event Coordinator **need to promote at wechat groups**
 - Volunteer Coordinator **Kathy Wang**
 - Decoration Manager **Zhen Qi**
 - 9th Grade Representative **Shirley Peng**
 - 10th Grade Representative **Vivian Wang**
 - 11th Grade Representative **Haiwen Jiang**
 - 12th Grade Representative **Haiqing help promote at wechat groups**
 - Webmaster **Elina Hue**
 - Newsletter Editor **Elaine He**
 - Social Media Editor **Lei Hong**

Past Business (Done):

1. 2/28 Lion dance performance and donation of \$200 at Enlighten pre-school at Cupertino (Lei), also performed at Williams Elementary, Bret Harte Middle school
 - Thanks to Lei, Laura
 - If anyone would like to rent stuff like money god or lion head etc, ask them to fill out our rental form first.

Status Update (On-going Business):

1. Mid to late March Newsletter (Caren)
 - Daniel Xu - Almaden Times article
 - LBN coverage - Can check with Elite if they have anything to cover if we don't have anything else
 - Anything else?
2. Mahalo BBQ fundraising (Kathryn)
 - Ask owner which date/week and percentage back to LB
3. March in person seminar - Life as a charger (Lei with Shallu help)
 - Date time: 3/27 Thursday 7pm to 8:30 pm at **Bret Harte middle school multi purpose room.**
 - EventBrite Jenny, Hong Lei, Helene will help to find out the speaker
 - Look for 6 11-12th grade speakers after LBN (Jenny/Helene to ask LBN performers and MCs) at least 4 speakers .
 - 15 minutes introduction of process, then 9 minutes each person
 - 30 minutes Q/A
 - Ask MCs, Performers, MiaoMiao, YongChun, Vivian Xiong
 - Update Flyer with speaker Titus Hsu, Sophia Qin, Anthony Xie, Emma Li date/time/location info
 - Kickoff meeting
 - Need to start promotion no later than **March 13**
 - Need to figure out technical setup steps for slides presentation and recording
 - The seminars will cover topics like course selection, college applications, and student life.
 -
4. April in person seminar - Pathways to college/To dream college and beyond (Haiqing)
 - Dates to avoid: 4/26 PROM, AP tests staring 1st week of May , Speech & Debate tournaments 4/24-4/28, last year held on 4/24, candidate **4/22 - 23, 4/29-30** (Tu, Wed) **Haiqing will be available**
 - Haoqing to check with Ms. Bal to book cafeteria
 - Speakers:
 - Eventbrite
 - Flyer
5. Thank you note for business sponsors
 - Thank you note with sponsor video and event youtube link QR code and revisit sheet ready:

- https://drive.google.com/drive/u/3/folders/1XelKm_vCadyS9adlMIQ-zsB09-xyF3cZ
 - Local fundraisers return to business sponsors, put status on sponsor list google sheet on return visit date below
 - <https://docs.google.com/spreadsheets/d/1D1dWFwTr2z3j18ydUpqePeCxhO3CZ1ZaUxUjBzu7CQQ/edit?gid=0#gid=0>
- 6. Adult volunteer appreciation gifts (Haoqing) 4/1 Tuesday 7:00 pm pizza party first then board meeting
 - \$20 Amazon gift card? Can setup batch process for this
 - Not OK with actual cash value so need actual gift The team will continue with non-monetary gifts due to nonprofit rules.
 - April 1 Parent social with Costco pizza: Before next board meeting, 7 - 8:30pm, meeting from 8:30 to 9:30 (try to end at 9pm)
 - Total 40 volunteers \$20 each
 - AV team 6 + Choir coach \$20 x 7 appreciation = \$140 already given, can be reimbursed
- 7. Adult volunteer Raffle (Davina)
 - Winners:

Sponsor	Price	Winner
Velluto Beauty Lab Basic Eyelashes (x1) Expires 07/31/2025	\$126	Laura Wang
Velluto Beauty Lab Basic Eyelashes (x1)	\$126	Fang Fang
Velluto Beauty Lab Basic Eyelashes (x1)	\$126	Kathy Zhou
Velluto Beauty Lab Basic Eyelashes (x1)	\$126	Sarah Zeng
Velluto Beauty Lab Basic Eyelashes (x1)	\$126	Davina Liljenstam
Velluto Beauty Lab Basic Eyelashes (x1)	\$126	Kathryn Tang
Velluto Beauty Lab Personalized Ampoule Infusion Skincare or RF Anti-	\$176	Emily Ng

Aging V-Shape & Lifting Treatment (x1)		
Velluto Beauty Lab Personalized Ampoule Infusion Skincare or RF Anti- Aging V-Shape & Lifting Treatment (x1)	\$176	Fannie Wang
Velluto Beauty Lab Personalized Ampoule Infusion Skincare or RF Anti- Aging V-Shape & Lifting Treatment (x1)	\$176	Sherry Yang
Velluto Beauty Lab Personalized Ampoule Infusion Skincare or RF Anti- Aging V-Shape & Lifting Treatment (x1)	\$176	Jianqi Miao

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8. Remaining souvenirs

- Vivian W to Prepare gift bags along with flowers for

9. Financial monthly update (Laura)

- [LB Cash Register 2024-2025.xlsx](#)
 - Ticket Sale: 378 ticket, \$18K, target 16k
 - General donation: \$13k, target 5k
 - LBN income:\$1900 target 500
 - Total income: \$35k,
 - Expense: 16k
 - Welcome party: 536, 500
 - LBN 4200, budget 3500

New Business:

1. Date for 2025-2026 new board orientation? Use the 5/6 board meeting or schedule another time?
 - Introduction of whole year activities, job duty/responsibilities
 - Use May 6 meeting
2. Board Transition Party?
 - 5/20 Tue, 6:00 -8:00pm Mimi's kitchen
 - Need to make the reservation (Helene booked)
3. Souvenirs with school logo (Kathryn)
 - Rita helps Kathryn connect with parent club to ask how they did it
4. Senior board members: Please send chief@lelandbridge.org the VIP name list (send up to 6 visitors per senior board member)
 - Maggie, Lei, Haoqing, Fang Fang, Kathy Zhou, Vivian Xiong
5. 2026 LBN date: 1/31 or 2/28 2026, choose 1/31 approved
 - Chinese New Year 2026: 2/17/2026
 - Leland school starts: 1/5/2026
 - Check S&D tournament schedule: 2/7 - 2/9/2026 Stanford, 2/14-2/16/2026 Berkeley
 - Check Superbowl 2026 schedule: 2/8/2026
 - Winter break: 2/14 - 2/21/2026
 - Inform San Jose Chinese School LBN schedule (Haoqing)
 - Secretary to reserve the Leland Cafeteria (Claire)
6. Committees to recruit the new bloods
 - 9th Welcome Party committee
 - (9th rep) Shirley Peng
 - (VP) Jennifer Hu?
 - Ex-9th rep/VP: Vivian W/Jenny (Supervisor)
 - Committee members:
 - [Support] Flyer: (Board Secretary) Claire
 - [Support] Decoration Manager: Zhen Qi
 - [Support] Photographer: YongChun
 - [Support] Mailing list Kathy Wang
 - Seminar committee
 - (Online) Lei Hong
 - (grade rep - In Person) Vivian Wang
 - (grade rep - In Person)
 - Ex-12th rep: Lei Hong (Supervisor)
 - Committee members:
 - [Support] Flyer/Eventbrite: Claire (Board Secretary)
 - Fundraising committee
 - (FM) Kathryn Tang

- Online Fundraising: **Lei Hong?**
 - Committee members: **Haining Sun?, Jennifer Hu, Caren**
 - Ex-fundraising manager: **Davina Liljenstam**
- School Event committee
 - (School Event Coordinator)
 - Committee members: **Haining Sun?, Jennifer Hu**
 - ex-School Event Coordination: **Kathryn Tang** (Supervisor)
 - [Support] Flyer: **Claire Hua** (Board Secretary)
 - [Support] Decoration Manager: **Zhen Qi**
 - [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) **Zhen Qi**
 - ex-DM: **Helene Pao** (Supervisor)
 - Committee members: **Ling Chiu?,**
- LBN Program committee
 - (VP)
 - (Stage Manager) **MiaoMiao**
 - ex-VP: **Jenny Duan** (Supervisor)
 - (Finale Dance Choreographers) **Teresa Sun? Kathryn?, Emma?**
 - (Lion Dance Team Mom) **Lei Hong**
- LBN Food committee
 - (grade rep)
 - (School Event Coordinator)
 - ex-grade rep/SEC: **Haiqing/Kathryn** (Supervisor)
 - Committee members:
- LBN Check In committee
 - (grade rep)

- Ex-grade/checkin rep: **Vivian Wang** (Supervisor)
- Committee members:

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/1eYunCoWPSxzuQ2dFo6FrflYvtYnicD1sRZPr4KOfbZI/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: (Jenny to confirm with Mr Lozano about booking)

1. 2024-2025 LB board meetings will be held at **7:30 - 9:00 pm** in person @ **Faculty Room** on the first Tuesday monthly
 - 8/6 (zoom meeting)
 - Year 2024: 9/3, 10/8, 11/5, 12/3
 - Year 2025: 1/7, 2/11, 3/4, 4/1, 5/6, 5/27
2. 2024-2025 Monthly meeting with Ms Bal will be held at 8:45 am in person @ Ms Bal's office
 - Year 2024: 8/23, 9/20, 10/25, 11/22
 - Year 2025: 1/24, 2/28, 3/28, 4/25, 5/23
3. Leland Bridge Night 2025 @ **Leland Cafeteria**
 - Audition: 11/29, 12/6 (Friday) 5:30 - 8:30 pm
 - Planning meetings: 1/7, 1/14, 1/21 and 1/29 7:30 - 9:00 pm at cafeteria
 - Student volunteer training: 1/10, 1/17, 1/24 (Friday) 5:30-7:00 pm cafeteria
 - Performance rehearsal:
 - 1/13 - 1/16 (Monday - Thursday) 5:30-9:00 pm
 - 1/17 (Friday) 7:00-9:00 pm
 - 1/21 - 1/23 (Tuesday - Thursday) 5:30-9:00 pm
 - 1/24 (Friday) 7:00-9:00 pm
 - 1/27 (Monday) 5:30-9:00 pm
 - Dress rehearsal: 1/29, 1/30 (Wednesday, Thursday) 5:30-9:00 pm
 - Decoration: 1/31 (Friday) 5:30-9:00 pm
 - Final rehearsal: 2/1 (Saturday) 8:30 - 12:30 pm
 - **Showtime: 2/1 (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/u7QkSs59bj55PVD9>

- 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 LBNMeeting :

Time: 4/1/25 7:30 PM Tuesday

Location: FDR