

2020-2021 Fourth Leland Bridge Board Meeting Agenda

Date: 10/6/2020

Time: 7:30 PM

Place: Zoom Meeting

Attendees: Annie, Angela, Sherry, Jenny, Anderson, Vivian, Joyce, Chengbin, Christine, Shannon, Nancy, Chuanchuan, Hilda

1. Call to order: Start 7: 40pm
2. Approve Sep 1st, meeting minutes: Link [09012020 2020-2021 Third LB Board Meeting Minutes.docx](#): By Vivian, Sherry
3. Fall Seminar (~~11/01/2020~~) 10:00 am — 12:30 pm? Zoom
 - 3.1. Name of the seminar. Seminar flyer (Sherry and Shannon), HS2(How to Succeed in UC Admissions in the COVID-19 Era), Ilumin(). Time Length each? Zoom? Flyer posted on the website when is't available.

Final date and time: 10/31/2020 (Sat) from 10:30am-12pm

- Pick up 2 agents (HS2 and Ilumin) from 4 academic counselor services.
- Mr. Park was asking what topic we are going to give in seminar during the monthly meeting. Annie mentioned the topic of HS2 to Mr. Park
- HS2 topic: How to Succeed in UC Admissions in COVID-19 Era
- Ilumin: TBD. Shannon and Sherry will follow up with Ilumin representative and find out the topic by the end of next week.
- Speech will be held in English not Chinese
- Each party gives a 30-40 minutes speech (includes Q&A part).
- (AI) Shannon and Sherry will be the MCs, they will work together to share the work
- LB will not share or reveal guests information to both counselor agents
- Questions to follow (for Shannon and Sherry)
 - Speaker's speech order
 - Can we record the seminar and can we get the presentation slices from them?

----- skip 3.2 to 3.8 discussion -----

- 3.2. Print a couple of registration QR codes to help parents register on that day. (NA)
- 3.3. Print out manual registration form to register on site in case people can't scan QR code.(NA)
- 3.4. Helper [sign up sheet](#) -- Vivian/ Jenny in charge (NA)
- 3.5. Booth layout?
- 3.6. Projector test (10/25 morning?) - Joyce will ask school admin
- 3.7. Post flyers on campus?

3.8. Need 1-2 ppl greeting the parents from Chinese School to the Seminar?

3.9. [Annie to post promotion on 10/15 school e-Newsletter](#)

- [Promote Leland Bridge on e-newsletter](#)

3.10. Photographer?

3.11. Other promotion ideas (within Leland community?)

4. Teacher Appreciation Luncheon [11/20/2020](#) – [Jenny and?](#) [Chuanchuan any idea decorates? tablecloth\(Shannon has ordered\), need help on this date. Budget is around \\$1000.](#)

[Google Doc food](#)

(Last year's discussion as below; FYI for now; will discuss in details in the next meeting)

4.1. Last year - Pam/Frances can help with dessert

4.2. Last year - Pam/Alice can help with table decoration

4.3. Last year - Chia Chi – teriyaki salmon

4.4. Korean japchae noodle -- potential help from parent

4.5. Chinese Fried noodle -- potential help from parent

4.6. Chinese Fried rice -- Tracy?

4.7. [Individual box of Sandwiches, what kind of choices? Deliver, pick up?](#)

- [\(AI\) Jenny and Nancy are in charge of this event.](#)
- [Jenny helps to find the sandwiches, she suggests Ike's.](#)
- [Sandwiches store choice: Ike's near Camden, Erik's DeliCafe near Branham](#)
- [3 sandwich choices: 2 for different type meat and one veggie](#)
- [Need the nice sandwich bags if choose Ike's](#)
- [Drink? Provide water bottles?](#)
- [\(AI\) Jenny makes a survey to get teacher headcounts. LB will send the survey to teachers. Will ask Mr. Park to forward the survey for office staff.](#)
- [\(AI\) Chuanchuan will help on table decoration. Will use the new order tablecloth this time.](#)
- [Shannon: The tablecloth we ordered comes with a free banner.](#)

5. Nov. Newsletter- Topics? 4 year planning, fall seminar, Chengbin in charge of it. Sample newsletter at [here](#)
Annie & Angela: Article due.

1. Halloween treats - [Budget \\$300.00. 90 bags.\(Last year spent: \\$170\) 10/30/2020,](#)

In charge:? (Chuanchuan ordering the individual bags, Annie and)need more manpower on the decoration date. Table is outside of Dining room.

(Leland Bridge will be the sole sponsor of the event.)

- Chuanchuan already found some bags from Amazon. She can make a decision to order one.
- Annie already confirmed with Mr. Park the date (10/30) from 9:20-10:40 AM (during period break)
- Need 4 volunteers to set up and decorate two tables. Chuanchuan, Annie, Sherry, and Joyce will meet at 8:30am on 10/30/2020
- Chuanchuan will bring tablecloth, bags, snacks, banners, dolls, etc for decoration.

5. LBN Ads for Charger Account Publication Date: ?

*Advertising deadlines are approx. **2 weeks before** every publication date*

Dates listed as: Publication Date (Issue Date)

6. LBN request of raffle, auction items, donations (**Vivian/Stella/Kathy/Lai**) updates?
Donation form:

7. LBN audition and students training (Joyce, Annie, Jennifer)

7.1. Audition Dates: 12/06 (Fri) 5:25 pm ~ 8:15 pm

01/06 (Mon) 8:55 am ~12:15 pm

9.2. Volunteer training date: Monday, 1/6/2020 1:00 – 3:00 pm

Friday, 1/17/2020 5:30 – 8:30 pm

Friday, 1/24/2020 5:30 – 8:30 pm

8. LBN preparation:

8.1. Purchased: stuffed puppies –

8.2. Start looking for parent volunteers for kitchen /hot waters

8.3. Confirm lion dance with Lion heads (2) /costume , Lion Dance training/drum

players

8.4. LBN Finale dance update.

9. Ticket sales update; company matching update

10. Update from Meeting with Principal: 2 new teachers, 84 staff on campus, \$6000 on Camaras

11. Update from Parent Club/Charger Account

We missed the first meeting with the parent club. The contact info is out of date even though Teacher Yen already passed Nancy and Weihong's contact info to the parent club.

(AI) Still needs Teacher Yen's help as the bridge during this transition period.

12. **Update from School Site Council**

LB missed the first meeting as well. Mr. Park will connect Chuanchuan via Andrea

13. **Financial report**

Christine: updates not much expense so far.

Joyce: There are total of 300+ Chinese family (from past data)

14. **Important dates of first semester.**

14.1. Fall Seminar (9th,10th rep) = Oct. 31, 2020

14.2. Oct 30th Halloween treats for Leland staff

14.3. Teacher Appreciation Lunch= Friday, 11/20/2020

14.4. 11/XX/2019 Nov's Newsletter

14.5. Late Nov/early Dec: LBN auditions

14.6. Late Oct/Nov Sign ups for LBN student volunteers and program performers

14.7. Leland Bridge Night: **02/06/2021?**

18. Future board meetings : 11/3, 12/1, 1/5/2021, 3/2,4/6, 5/5, 6/1

19. LBN Planning Meeting: Jan 14th, Jan 21nd, Jan 28th, 2020.

20. Next Board Meeting - **11/3/2020 at 7:30 PM Location: Zoom Meeting**

***20 Years Anniversary:** 2021 is Leland Bridge 20th anniversary, if we should do a 20th years review video? How and what's including?

- LB alumni (Meggie Li) suggested making a video to review Leland Bridge's important events in the past 20 years.
- Everyone Brainstorm ideas, we'll discuss more in the next meeting.
- Find 4 MCs from Leland students (better to be seniors). Each MC in charge of 5 years (total of 20 years)
- Vivian: Past year's LBN video can be found from LB website. Video available from 2010-2019 except 2011. We can review these videos, capture the essential part in the 20 year celebration video.
- Can consult with past LB presidents or members to get more ideas.