

2020-2021 Seventh Leland Bridge Meeting Minutes

Date: 01/05/2021

Time: 7:30 PM

Place: Zoom Meeting

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

Call to order: 7:30

1. Approve [6th meeting minutes](#) 12/01/2020 by Anderson and Joyce
2. Upcoming Leland event: Annual 8th Grade Information night on Thursday Jan 16th, 6 - 7:30 pm in the main gym. Check next week with Mr. Park.

2.1-LB will need to set up a table

2.2- Needs 2-3 parent volunteers to mend the table

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

----- Skip #4 situations changed this year. Many jobs are not applicable-----

4.LBN Chairs -

4.1 Adult Volunteers Chair –

4.2 [LBN 2021 special Task](#)

https://docs.google.com/spreadsheets/d/1fOm98mEge23U0_dp2yt72mAy_cACSf92piQQ2MWKKcmg/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 Hilta/Lei for the booklet; prize descriptions for the MCs; one index card for one gift

Raffle Tickets sale:

Staff Animal:

Student volunteer for raffle prizes:

Back Stage Curtains:
Backstage help props:
Backstage runner:
LBN Check-In table:
LBN Will Call/ticket sale:
CNY Photo backdrop:

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

Annie needs to provide the roster for student volunteers 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

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)

➤ 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?)

4.4 Program Chair – Annie H.

Lists of programs:

-- Total 12 programs. (Tentative)

MCs scripts updates

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, set up 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?

- How many parents do we need in the kitchen?
- 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?

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

Tea bags – last year: Tian

- 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.*
- 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 do 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

4.5 **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?

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

Update on the donation items,

https://docs.google.com/spreadsheets/d/1bgSEW9kL8Zq95kpBlohaU-urk7eKNurutJmvpz_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)
- Raffle trainers:

4.7 **Tickets Chair - Christine**

Update on ticket sale - on target/behind?

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

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

4.8 **Media Chair - Chuanchuan**

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

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

4.9 **Program Booklet Chair** – Hilda/Lei

Review pricing again and share Ads log sheet

<https://docs.google.com/spreadsheets/d/1XEZCzURhtZmw13mDd-h2m8PnlvNFsToZzb7hU4wRPvU/edit?usp=sharing>

4.10 **Hospitality Chair** - ?

4.11 Joyce: Follow up with VIP on attendance & tickets needed

Mr. Craycroft will bring both kids

[How do we deal this extra ticket request for VIP?](#)

4.12 (name tags for VIP guests)

4.13 **VIP invitation** Chair - Kathy

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

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

Last year: Lei will ask Janice to invite the Yearbook teacher.

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

[https://docs.google.com/spreadsheets/d/1tN5KFK-ioRJAoRSRp3_](https://docs.google.com/spreadsheets/d/1tN5KFK-ioRJAoRSRp3_DWK1jWHw_W6JQXiAmSz-SFaw)

[DWK1jWHw_W6JQXiAmSz-SFaw](#)

4.16 **Discipline Chair**: Jennifer, Joyce: will ask Frank

4.17 **Lion Dance** : Rong/Christine/Tracy

-- Lion dance within 5~6 minutes.

4.18 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?

LBN 2021 special Task

- **Lion dance, Christine Curtis**

Curtis will edit the lion dance video by using the videos from past 2-3 years lion dance shows.

- **Ex-president's interview: Anderson, Joyce volunteers?**

- Joyce continues to contact ex-presidents, so far only two ex-presidents can't be reached. Joyce will keep to follow up.
- Victor (Joyce's son) initiated a community service volunteer opportunity in his boy scout troop. So far 5 scouts show interest in joining and help on interviewing the LB ex-presidents. Some of the ex-presidents may not be willing to have in-person interviews due to the current situation. If we got 1/3 of presidents said yes, that's good enough and we can proceed. Joyce and Anderson can help to

coordinate and guide the scout volunteers to prepare the interview questions.

- Suggestion from Anderson: If the interview video for ex-presidents is longer than we expect, we can make two versions. One short version for LBN use and one long version for LBI website.
- Green screen discussion: Most of the green color is fine. No wrinkle, do better not to use green sheet
- **Student Volunteer sign up responses Angela Short clips (COVID 19 related), Program (individual or group), Green screen?**
 - Angela sent out an email and got 6 performers reply (3 talent shows and 3 covid-19 clips). Check below link for student's preliminary videos.
https://docs.google.com/spreadsheets/d/1tkHVJBsTLIH1zHt-3_hGbq6cmRJTFPb3KZG6MvuEo4Q/edit#gid=0
 - (AI for everyone) please help to review these videos and provide feedback. Angela will pass the feedback to these students.
 - A couple of issues found:
 - Students need to grant the permission for us to review.
 - Need to provide a more clear guideline for covid-19 short clips. For example: what do you do during covid? Play video game, online chatting with friends, cooking, taking care of pets, gardening works, house cleaning chores, etc
 - A couple of students attached the files with email (not the link), Angela needs to upload to google drive again for the committee to review. A clear instruction will be provided in the future.
 - Chuanchuan will help to follow up the group piano performed by Andrea/Alexander/Ethan/Janice
 - Green screen: Most of the green color is fine. No wrinkle, do better not to use green sheet
- **Finale dance: Kailyn will provide around 10th. Each board member finds 5 or more students to record. Jenny and Sherry please help.**
https://youtu.be/Nn6wL_auvqw 我的朋友
 - AI: Angela talk to Jenny and Sherry for how to follow up and get more student volunteers
 - Setup video collection dateline before end of January or earlier once Kailyn's demo video is ready

- Demo video tentative target date (by Kailyn) around 1/10/2021
- **Board members start to sell LBN tickets**, \$35 - one ticket, \$60 - two tickets, \$80 - three tickets, \$100 - four tickets, more tickets more Raffle tickets.
- **Christine [Ticket Payment](#)**
 - The board review ticket form again
 - Payment/check image upload
 - Set up Zelle? In order to setup Zelle on BOA, Annie need to change phone # to Christine. Annie will evaluate it's doable or not to provide the Zelle option
 - AI (vivian): Revise the ticket sell article to match the current status and then announce in wechat groups for each representative to promote
- **MC: Vincent Zhu, Devon Shao, Janice Shih, how to have the audience more involved with the show?**
 - Annie/Angela had a meeting with MC on 10/26/20 5pm to discuss more detail. MCs start to work on introduction
 - Q: LBN uses FB live but MCs use zoom, how does the zoom work in the FB live?
 - AI: Ask Jessie to provide a quick demo for the above question.
 - AI: Find a parent who has stage experience to monitor and guide MCs. Maybe Shannon, Nancy, or Chengbin?
 - In the past, MCs came out with a detailed script, adult supervisor help to review. MCs need to memorize the script.
- **Raffle Prizes, how many Vivian, Grand prize: Iphone watch? Switch?**
 - Not many gift cards left from last year (Safeway GC)? Not sure if the T4 coupon (buy one get one free) is still valid or not.
 - AI: Contact stores/vendors again for this year. Better to have a donation request letter ready when contacting the stores.
 - AI (Annie): Update the donation request letter from past year.
 - Contact store (bigger store) such as Costco, Safeway, Trade Joe, etc.
 - In the past, there were 3 times for raffle drawing, about 7-8 prizes drawing each time for a two hours show. We may reduce the total prizes since it's an one hour online show this time.
 - AI (Joyce): Contact ex-president for prize donation.
 - Grand prize for this year (apple watch vs switch): Apple watch won
Apple watch: shannon, Jenny, Chengbin, Sherry, Christine

Switch: Joyce, Angela, Annie

4.19 Coming up important dates:

- LBN Planning meeting 1/12/2021 7:30 PM
- LBN Planning meeting 1/19/2021 7:30 PM
- LBN Planning meeting 1/26/2021 7:30 PM

1.19. Leland Bridge Night 2/20/2021 7:30PM. 46 days left!!

1.20. Next monthly board meeting 2/2/2021 7:30 PM Zoom