

Date: Tue. 2/8/2022

Time: 7:30 PM

Place: Zoom Meeting

<https://us02web.zoom.us/j/81083921002?pwd=bFRPeStjWWdYZyt6Y24yUjZ0dm5iUT09>

- Start recording; Call to order **Monica, Annie, Sherry, Jenny, Weihong, Anderson, Nancy, Angela, Yunyun, Joyce, chuanchuan, Shannon, Chengbin, Pin**
- Approval [Meeting minutes](#) from 1/4/22. **Annie approved**

#### Board update:

1. Update the meeting with principal - no update yet **Meeting will be held next Monday.**
2. Finance (Pin)
3. Parent Club/Charger Account (Nancy and Weihong) - **The Parent club is preparing the graduation and awards in May. They are also recruiting new board members, too. Has already got a new secretary. Our board should start to recruit, too.**
4. School Site Council (Chuanchuan)-
5. Newsletter (Chengbin)-
6. Others (9-12 Rep., webM, volunteer, etc) - **Website updated with LBN information.**

#### Past Business:

1. LBN: Mission impossible but we made it. Thanks for everyone's hard work. Feedback?  
**Angela: Most of feedbacks are positive. Appreciate all hard works from all board members.**

**Need to improve:**

**Lighting.** Event Lighting changed from rehearsal setting for Yoyo program. And Lighting keep changing within one program.

**COVID** - Cafeteria was a closed space.

**Programs** - 3 hours, too long.

**Live streaming** quality is not good. Annie said not all stage is not in live streaming screen.

Angela suggests to buy equipments for live streaming.

**Annie:** Also **Lighting** issue. Leo is a student volunteer. Suggest lighting should be part of practice and rehearsal before the event. Lighting is not stable and also hard to video shooting. Angela suggested adult volunteers to operate lighting board.

**Video persons** - should be two persons in a team.

**Nancy: Raffle** should start right after Halloween.

**Checkin** - checkin should follow same process if still under COVID situation. Checkin is a bit mess up when food started to serve. Food should be served early even before checkin.

**Weihong:** Agree to start working on **raffle** early. Food serving should be improved. Or change the event time to prevent serving food.

**Sherry:** We should have people to check **Live streaming** quality at the same time as streaming. Sound, light are not good. Need new web camera. Also mention food serving issue - people come out for food and we cannot tell which person has been checked or not. Angela hope to back to the original way.

**Yunyun:** First time to participate LBN. Got lots of good feedback from parents. Thanks to Joyce to move AD stands to outside.

**Backstage:** No experience. Cannot see what happened on stage from the audience's view. Need more rehearsals for backstage work. Didn't know to review MC scripts beforehand. Nancy expressed the importance of MC Scripts.

**COVID:** KN95 mask, gloves for backstage workers.

**Sound:** should use microphones for instruments during rehearsals. Need more detail notes for sound/light setting for each program.

**Live Streaming:** quality is not good.

**Anderson:** Better than what he expects.

**Dress rehearsal:** 4-5 hours for 3 hours program. Jennifer needs time to mark all props.

**Joyce:** Too professional when discussing the event feedback. This event improved to connect LB with school, kids with parents, performers with volunteers. Create lots of bondings. Precious memories for all these kids. Just try our best. Create good connections and enjoy the fun.

**Backstage:** Good to use wakidoki to communicate to front stage.

**Music room:** Need an adult to stay in music room all the time. Need to make sure music room is recovered after use.

**Invite teachers:** board members to invite teachers? Or teachers can be free?

**Social media:** kids and MCs didn't update social media frequently as expected.

**Chuanchuan:** Should invest some decorations that be reused every year. Could add chair covers. The stage background should be high enough to cover the white screen in the back of stage. Annie suggests to label VIP or chair covers on **VIP chairs**.

**Pin:** Many people bought raffle tickets during the event. Can **use multiple iPads** for inputting data. Can give some incentive for selling raffle tickets.

**Shannon:** Request feedback from board members about **food**. Need to know experiences from past years. Can provide more varieties. Buffet styles with finger food. Should differentiate from Almaden New Year Gala.

**Live streaming:** Shannon volunteered her daughter to coach the live streaming kids. Can provide training during summer or other holiday.

**Chengbin:** Stage decoration: suggest to move the stage background in and out so we can have multiple different backgrounds. Backstage didn't have too much space. Not sure if this is possible.

**Jenny:** Didn't know there was an intermission during the event. Kids attempted to eat / drink indoor. Consider to separate people for eating food outside.

**Monica:**

1. Rehearsals, student volunteer training, decoration time should be separated when booking cafeteria time.
2. COVID handle can be better. Sanitizer on everything. Use gloves in backstage
3. Sound/light should practice and rehearsal along with performers
4. MCs, Student runner, should use wakidokis, too.
5. Better equipments for live streaming

New Business (focus on LBN):

1. Select date for Volunteer Appreciation Luncheon In the past, potluck in the Faculty room with adult volunteers in March. Suggestions: Hiking, picnics, eat outdoors. Order some gifts for volunteers/board members.

11 Votes for sending gifts.

- Luncheon type? Used to be potluck, Order dishes?
  - Invitation list, get a headcount
2. Spring seminar in charge by 11th/12th rep. This seminar is mainly for parents. Topics could be living trust, insurance, or financial investments or share college life.
    - Topic? Speaker?
    - Date? April?
  3. Board Members for Next Year: Start thinking of potential candidates-

Angela / **President (Monica)**

Chuanchuan / **school site counselor (Shannon)**

**Pin / Treasurer**

**Anderson / WebIT**

Shannon / **11th rep (Sherry)**

Social Media (**Amy Lin**)

Jenny / Volunteer (**Vivian Xiong**)

Monica / VP (Yunyun)

Chengbin / newsletter editor (Julia)

Joyce / 12th rep (Jenny)

Weihong / PTA

Annie / 公關

Sherry / 10th rep

Yunyun / 9th rep

~~Nancy / PTA~~

4. Monica propose to hold online webinar for coming 9th grader **Give an introduction about high school life to seniors with Q/A sessions. Need to find senior volunteers first.**

**Important dates for LB 2021-2022 events :**

- 3/XX/2022 LB Volunteer Appreciation Luncheon
- 4/XX/2022 Spring Seminar (11& 12 Rep.)
- 5/31/2022? May's Newsletter
- 5/XX/2022 Board Members Transition Party
- **Future board meetings** : 3/1, 4/5, 5/3, 5/31

Next Board Meeting - **3/1/22 7:30 PM**

**Location: Zoom**