

2019-2020 Sixth Leland Bridge Board Meeting Minutes

Date: 12/03/2019

Time: 7:30 PM

Place: Faculty Dining Room

Attention: Joyce, Kathy, Lei, Annie B, Stella, Jennifer, Christine, Chuanchuan, Hilta, Annie H. Rong

Please join LBN planning meeting - 12/17/2019

1. Call to order: 7:40pm
2. Approve [11/05, 2019 meeting minutes](#). Motion first Kathy, second Joyce.
3. Chargers Account newspaper job transition Rong Yan already found 2 10th grade parents willing to join the newspaper job and also attending the Parent Club meeting in the future.
4. LBN promotions (to reach students) Discord is more popular for high school students. Try to have our kids spread the news on Discord.
5. LBN Chairs - Please report what you have/need and proposed schedule

5.1. Adult Volunteers Chair - Joyce

Parent volunteers needed:

-- Need to be finalized in LBN meeting on 12/17.

Lighting (1), Landsey (Mike?) stage lighting

videographer (2) -- MC parents Lei suggested still 3 videographers

Lighting: Spotlight goes to the side way.

Andrew, Jet, Leo

Sound System: Justin Chen, Lance Man & Han Lin (same)

Photographer: Jay Liu(VIP), Ramen Peng(needs to confirm?), Jerry Yao (1/31 afternoon and 2/1 morning rehearsal. 5-6pm photos Booth) + Genis(Booth and Kitchen outside)

5.2. Students Volunteers Chair - Annie B, Jennifer, Jenny; Tina?

5.2.1 Update on Students Sign up 20 students signed up for now most 9th and 10th grade

Target is 70-80 students. Experience from last year? Still needs to promote 4 people for check in help. Collect waiver form and agreement and double check if they have tickets already, spreadsheet
One part training for serving tea and the other for how to sell raffle tickets
Raffle ticket: Chuanchuan's daughter, Tracy's child and Hilta's kid(Joyce trying to contact by email.)

5.2.2. How many parents are needed to help with check in on the training dates?
(6 last year)

5.2.2.2 adults needed to supervise the students; Who can help on 1/6,
1/17 1/24? *Whichever members are available, please come to help. Joyce will
get the sign up form for us to sign up or wechat inform.(also help Chuanchuan
cutting papers.)*

5.3 Program Chair – Annie H.

5.3.1. Create audition schedule list for 12/06. Send email notice to students for their
time slots. And confirm the time slots. *Send mail to the MC candidates to
meet at 6:00pm at Library already.*

*Annie to follow up with 1/6 audition performers to see if they can provide videos by
12/28?*

5.3.2. Who can attend the 12/6 audition? (Joyce & Annie Bi not available) *Annie H, Lei,
Kathy and Alice*

5.3.3. Judges needed for audition on 1/6/2020 from 9:00am - 12:00pm.

-- Who can attend?

*Joyce will contact the sign up volunteer parents (may can help for folding
newspaper)*

5.3.4. Program Update:

-- *potential programs need to follow-up:*

- a. *Eric Zhang, Calvin Hsiao, + 2 girls*
- b. *Jennifer Liu – (Synchronized swimming team last year)*
- c. *Halyie band (Kathy will contact)*
- d. *Masson (flute) and?*
- e. *9th grader skit*
- f. *K-pop*
- g. *Illumin8*
- h. *Introduce all board members on the stage? (not applied)*
- i. *Chuanchuan's Daughter (music Play) Alexander and Jenny's
child? Chuanchuan will confirm*
- j. *Jennifer Liu's child?*
- k. *Sunny?*

MC totale 8 people, 6 will come for 12/6 audition all 12th grade

2 9th grade may can get something for back up

7 Programs

Paid \$350 already Mr. Rodriguez the rest pay on Jan.

5.3.5. Ideas for finale program=> *Kailyn Xu picked the music piece -*

<https://www.youtube.com/watch?v=8wHXMvkReQ8>

MC to lead dance (MC practice with Kailyn first then the rest students.)

Annie Bi: the dance should be ready by Christmas break and get the video ready to Annie by 1/2.

5.3. Backstage Chair - Annie H.

5.4.1. Jennifer Liu will help. Confirmed

5.4.2. Annie H. needs to start checking in with Mr. Rodriguez and the drama teacher after audition. Needs to clear out the space behind curtains and keep the back stairs and hallway open to use as "Dressing Room." (Sound and Lighting test day?

5.4.3. Student volunteers - lighting (2) *Have Leo in control?*

-- last year was Andrew Lin+ Jet Lin+ Lindsey+Denny Xu & Frank Wu; this year?
needs to confirm with Landsey, back up Michael (confirm?)

-- Leo Gao confirmed

5.4.4. Move props (3-4 students)

Need 4 students for backstage. 2 on each side to help move props.

needs to confirm with Landsey, back up

-- last year – Dylan Ang, Richard Feng; this year?

Jennifer's child Dylan Ang in control Microphones

Joyce check with Tracy's kids available?

5.4.5. Backstage runner (1)

-- last year was Ho Hsin Wang; need to confirm

5.4. Food and Kitchen Chair - Tracy

5.5.1. Dinner Selection -- *Lin's Garden?*

Option 1 – Bento Express <https://www.yelp.com/biz/bento-express-sunnyvale>

(Notes from last year - Menu, Need someone to order one sample, settle up the prize, last year as \$8.5, ordered 370. Extra \$100 for better box. We can buy box separately or ask them provide better box again??

Discussion: Lin Garden may not be ok with the \$8.5 price – due to inflation. Box extra.

Kathy: Tracy or Lei to order a sample from Lin Garden)

Marina and Taiwan Cafe \$10 per box including delivering

5.5.2. Water boilers – How many; Borrowed from? # of volunteers needed? Tea bags? *Still Lee sandwich*

(Notes from last year - *Can we borrow 3 water boilers from Chinese School. Contact with Mrs Brasher ? (No need) Need to boil water deearly from 1:00pm. Ying: Adults should be in charge of hot water for safety concerns. (Lipton tea bag some at Annie H's house)*

5.5.3.Snacks -- *Fortune Cookies (last year: free from Lin Garden) or??*

5.5.4.**Distribution of volunteer dinner** during the LBN based on the list provided from Annie H (performers & backstage helpers) & Annie B/Jenny

(Notes from last year - suggest to put color star stickers to distinguish the food:

- a. Backstage crew,
- b. Performers/MC,
- c. adults volunteers list (lights/sounds/video/photo ppl)
- d. Student volunteers list, If overlap with performers, go with performers first.
- f. Guess.)

5.5. **Floor & Stage Decoration Chair** – **Chuanchuan & Annie B.** will check the storage and Caf, photo booth- Alice's friend make for us, this year?
Chuanchuan: Table, booth, cup, fork, napkin around 400 pieces (last year \$300)

5.6.1. Annie H. – need to confirm # of tables available at Leland
25x2 tables(confirm with Aaron Jan)

5.6.2. Recruit parent/student volunteers in Jan (set up spreadsheet with shifts)Joyce get sign up sheet

5.6.3. Storage check?yes

5.6. **Raffle & Silent Auction Chair** – Vivian, Stella, Lei & Kathy
EVERYONE should help getting raffle prizes! (silent auction, Joyce send list sheet to parents to bid)

5.8.1. Update on the donation items,
https://docs.google.com/spreadsheets/d/1bgSEW9kL8Zq95kpBlohaU-urk7eKNurutJmvpz_0V8Y/edit?usp=sharing

5.8.2 Grand Prize – Apple Airpods \$249 (Annie H. to ask for discounts from her niece)15% discount confirmed

Other prizes:

JBL Flip 4 Waterproof Portable Bluetooth Speaker – Black \$59ok

FiFine UHF Dual Channel Wireless Handheld Mic + Karaoke System + Amazon Fire Stick
(\$67+\$20 = \$87)remove
Bella Panini Grill \$19.99
Black & Decker HNV215B Handheld vacuum \$19.99
Irobot

5.7. **Raffle Tickets Chair** - Vivian, Stella, Lei & Kathy everybody needs to work on it. (Joyce sends a letter). Lei and Stella take care on line prize. Members see if there is anything can donate.

- 5.7.1. Separate the prizes, to 3 categories, since we gonna have to 3 times to draw raffle.
- 5.7.2. Make 4 Raffle boards plus another parent volunteer- Train 8 students (4 teams) to sell raffle tickets
- 5.7.3 One Raffle volunteer need to match the raffle prize with tickets.
- 5.7.4. Centerpiece (50 Stuffed animals) selling

5.8. Tickets Chair - Christine

5.8.1 Next ticket sale on Saturday, 12/14. From 10:00 am -12:30 pm at San Jose Chinese School (Leland)?

Who can come over to support?

5.9. **Media Chair - Chuanchuan**

Connect with Stella on how and when to contact Almaden Times, write an article post on Almaden Time
Ms. Walsh for e-newsletter

5.10. **Program Booklet Chair - Lei/Vivian** Vivian send email to HS2, flex....about selling advertising on the program booklet.

All raffle prizes list, program list have to be done on 1/14, give Hilta 2 -3 weeks to print out Program list.

-- Need to discuss more in LBN meeting on 12/17

Ad pricing remains the same as last year?

https://docs.google.com/spreadsheets/d/1sAU_BmIY22VVKqe_fvgGnkRN9mX_mZwN_o6hHXBZ0SM/edit?usp=sharing

Kathy: Board members to ask around for advertisement possibilities.

5.11. Hospitality Chair - Ken/Kathy/Joyce

5.12. **VIP invitation** Chair - Joyce (Mr Park provided)

Please invite your favorite teachers/staff- update your invite with this link
<https://docs.google.com/spreadsheets/d/1XEZCzURhtZmw13mDd-h2m8PnlvNFsToZzb7hU4wRPvU/edit?usp=sharing>

Ask children to ask their teachers.

5.13. **Discipline Chair** – Jennifer Ang & Rong Yan

5.14. **Lion Dance** : Updated from Christine & Yan, Rong(need recruiting at least 2 more students, Lei suggests girls also ok.

3.16.1. *Recruit message sent in WeChat 12/3/20*

Practice time: Xmas break.

5.15. **Photo Booth?** Chuanchuan

-- All free picture for each student volunteer and parents.

5.16. **Student Volunteers Finale Dance:** -- Kailyn in charge

IMPORTANT!! Updates as of LBN audition and Students training time –

Audition dates/places

1. 12/6/19 (Fri) 5:30 – 8:00 pm @ Library/Media Center
2. 1/6/20 (Mon) 9:00 am – 12:00 pm @ Cafeteria

Student volunteer training dates/places

1. 1/6/20 (Mon) 1 – 3:00 pm @ Cafeteria
2. 1/17/20 (Fri) 5:30 – 8:30 pm @ Cafeteria
3. 1/24/20 (Fri) 5:30 – 8:30 pm @ Cafeteria

Cafeteria is reserved for two weeks before the LBN (2/1/20) –

1/20/20 – 1/30/20 afternoons from 5:30 – 9:00 pm for practices/staging

Notes: LB may have to share the Cafeteria with the Cheerleader team – small group and usually they stay in the back of the Cafeteria. Also Drama class uses the Cafeteria from 3:30 – 5:15.

6. Financial Report: Update from Winnie/Christine

7. Update from Meeting with Principal:

5.1 We will donate (4) picnic tables (less than \$700/ea) Tables\$3000
+Chromebooks \$6000 =\$9000- \$3500=\$5500 Motion all. Except Tracy, Vivian
and Jenny

- 5.2 Mr. Park will give us a list of VIP name from school district which we need to invite for LBN.
- 5.3 Mr. Park will advertise LBN for us around Jan 8th (Tuesday) through bi-weekly waupdates.

- 8. Update from Parent Club/Charger Account: (next time to run Ads for LBN?)
- 9. Update from School Site Council:
- 10. **LBN planning meeting - 12/17/2019**
- 11. Next Board Meeting - **1/07/2020** 7:30 PM Location: FDR

(Notes from last year -

Discussion: Newsletter quality control; board members should all review the newsletter before it's sent and should resume the vote procedure.

Annie B to invite the year book editor to come to LBN.

Tracy to create one more flyer to ticket sale to be posted on January's Charger Account.)

12. Coming up important dates:

LBN planning meeting – 1/14/20,1/21/20,1/28/20

Leland Bridge Night 2/1/2020 5-8 PM.

58 days left!!

“Alone we can do so little;
together
we can do so much.”

~Helen Keller

一起跟自己說聲

加油！

