

Date: Tuesday 4/1/2025

Time: 7:30 PM

Place: FDR

Attendances: Haiqing, Haoqing, Laura, Helene, Haiwen, Vivian Meng, Caren, Kathryn, Maggie, Claire

- Call to order
- Approval: [03/04 2025 - 8th meeting minute 2024-2025](#)

Principal meeting update

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

Need a LED video light (about \$150 including tax) for camera to help take photos at events such as seminar and LBN where its dark **approved**

Announcements:

1. 2025-2026 confirmed board members:
 - President **Helene Pao**
 - Vice President **Haoqing Sun**
 - Public Relationship Manager **Rita Xing**
 - Board Secretary **Claire Hua**
 - Treasurer **Laura Wang**
 - Fundraising Manager **Kathryn Tang**
 - School Event Coordinator
 - 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 **Lynn Zhang**
 - Webmaster **Elina Hue**
 - Newsletter Editor **Elaine He**
 - Social Media Editor **Lei Hong**

Past Business (Done):

1. Sponsor for department funding -

2. 3/27 - 8th grader seminar Life as a charger (Lei)
 - Thanks to Lei, Vivian, Shallu, Claire, Jenny, Haiqing, Maggie, Laura, Haoqing
 - Feedback: Very helpful for 8th grader, need to change name since Life as a charger is a school brand name

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. Teaspoon fundraising (Kathryn)
 - Welcome party is a good time
3. April in person seminar - Pathways to college (Lei with Haiqing help)
 - Date and location: 4/23 7 to 8:30 at cafeteria
 - Haoqing to ask Ms. Bal to extend booking from 6 to 9pm for preparation and clean up
 - Speakers: Found 4, gathering speaker info to check who else should ask for diversity
 - Kickoff meeting with speakers before 4/4 Spring break
 - Eventbrite
 - Flyer
4. 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/1XeIKm_vCadyS9adIMIQ-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>
5. 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

6. School related matters(Rita)

Principal meeting 3/28

[] Ms. Bal will meet with all parent groups to discuss school donation need, budget, volunteers, and any struggle issues on **Tuesday , 6:00 pm April 22nd** at the library at Leland High school. Haoqing, Helene, Laura will attend the meeting.

- [] Technical check - School needs some ceiling mounted projectors, 30 chromebooks, \$300/each, 4 iPad (specific model? What is it used for?) \$700/each for PE teacher, music instruments, etc. Will discuss at the 4/22 SCO meeting (maybe we can donate some iPads or Chromebooks)

How will iPad be used, why do we need \$700 iPad? Can cheaper ones work? Will get cover as well, doesn't need to be the latest right? We can get employee discount

Can we get discount price for Chromebook?

What kind of music instruments? total amount?

- [] IRS audit issue - We should understand and follow the rules. Contact Shakun (Treasurer of LPC) to find out what are the regulations on balance rollover. Ms. Bal would like to know how much money is left from each parent club, also to collect meeting minutes each time from now on to be kept in her office as they should be held as public records.

- [] Vertical Fundraising: Each class, club and sports can also create a budget sheet and submit to ASB for assistance in raising funds, they will get some funding from each of their account with ASB. Some of them already have more than enough money rolling over in the ASB Bank. Ms. Bal will look into their balances on a weekly basis.

Haoqing to check with Ms. Walsh on possibilities to donate \$200-300 to ASB to support students with family finance hardships for prom tickets.

- We also need to promote donations and let parents know they can donate copy papers or Kleenex tissues boxes drop to the office at school.

- [] Any teacher's funding request exceeds \$1000 must notify Ms. Bal for review prior to board approval.

- [] Ping's bill for the AV team - we give him a check directly or we can submit a time sheet at the office. Contact him directly for 4/23 seminar AV support. Updated on 4/2: Ping already got paid by the school through his regular paycheck by filling out his monthly hours following the standard employee protocol. Laura will ask Helen Kim and issue a check for the school. Confirmed and secured schedule with Ping for 4/23 seminar AV support.

- [] Tentative meeting with Ms. Bal on 6/3 to further discuss the upcoming school year calendar planning to coordinate the dates of all schools and parent group's events, so we can have smoother transactions for venue reservation.

Parent club meeting

New Business:

1. 2 Mulberry group buy before 4/18 and 5/16 (Helene/Kathryn)
 - CVS parking lot distribute
 - Buy price \$8 per pound if already picked and \$6 if self pick, will sell for \$15 per pound or \$25 per 2 pound box
2. May 6 2025-2026 new board orientation? Use the 5/6 board meeting or schedule another time?
 - Introduction of whole year activities, job duty/responsibilities
 - Helene to create 2025-2026 contact list
3. Board Transition Party?
 - 5/20 Tue, 6:00 -8:00pm Mimi's kitchen
 - Haoqing to create a Calendar event after new board contact received
4. Souvenirs with school logo (Kathryn)
 - Kathryn met with parent club to ask how they did it, they are interested, and need a follow up meeting
5. Senior board members: Please send chief@lelandbridge.org the VIP name list (send up to 4 visitors per senior board member)
 - Maggie, Lei, Haoqing, Fang Fang, Kathy Zhou, Vivian Xiong
 - Asked
6. 2026 LBN date: 1/31 Chinese New Year 2026: 2/17/2026
 - Haoqing asked friend to Inform San Jose Chinese School LBN schedule
 - Secretary to reserve the Leland Cafeteria (Claire)
7. Committees to recruit the new bloods
 - 9th Welcome Party committee
 - (9th rep) **Shirley Peng**
 - (VP) **Haoqing Sun**
 - 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/1eYunCoWPSxzuQ2dFo6FrflYvtYnicD1sRZPr4KOfbZl/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:

1. 2024-2025 LB board meetings will be held at **7:30 - 9:00 pm** in person @ **Faculty Room** on the first Tuesday monthly
 - Year 2025: 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 2025: 3/28, 4/25, 5/23
3. 2025-2026 LB board transition party
 - 5/20 6-8pm Mimi's kitchen
4. Leland Bridge Night 2026 @ **Leland Cafeteria**
 - Audition: 11/28, 12/5 (Friday) 5:30 - 8:30 pm
 - Planning meetings: 1/6, 1/13, 1/20 and 1/28 7:30 - 9:00 pm at cafeteria
 - Student volunteer training: 1/9, 1/16, 1/23 (Friday) 5:30-7:00 pm cafeteria
 - Performance rehearsal:
 - 1/12 - 1/15 (Monday - Thursday) 5:30-9:00 pm
 - 1/16 (Friday) 7:00-9:00 pm
 - 1/01 - 1/22 (Tuesday - Thursday) 5:30-9:00 pm
 - 1/23 (Friday) 7:00-9:00 pm
 - 1/26 (Monday) 5:30-9:00 pm
 - Dress rehearsal: 1/28, 1/29 (Wednesday, Thursday) 5:30-9:00 pm
 - Decoration: 1/30 (Friday) 5:30-9:00 pm
 - Final rehearsal: 1/31 (Saturday) 8:30 - 12:30 pm
 - **Showtime: 1/31 (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: 5/6/25 7:30 PM Tuesday

Location: FDR