

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: November 4th 2022

Presents:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Delegate Programs – Kym Kettler-Paddock

VP- Neighborhood reps- Susan Lam

Treasurer- Olga Takhtarova

Secretary – Claire Allard

School Delegate – Principle Barrie with Jane Chastant and Christine

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Absents:

Neighborhood rep delegate- Lori Worley

Hospitality Chair – Oxana Dubrovina

Fundraising chair- Katrina Abel

Used Uniform chair- Servane Remnant

The objectives of this meeting were:

- Presentation and composition of the board members,
- Explanation of the roles,
- Next steps in the creation of the PTO,
- Brainstorming and ideas exchange.

The board for the school year 2022/2023 is as follow:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Delegate Programs – Kym Kettler-Paddock

VP- Neighborhood reps- Susan Lam

Neighborhood rep delegate- Lori Worley

Treasurer- Olga Takhtarova

Secretary – Claire Allard

School Delegate – Principle Barrie

Hospitality Chair – Oxana Dubrovina

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Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Open roles:

Parliamentarian

The role of parliamentarian will be held by a board member while this role stays vacant.

Description of the roles:

All the roles were discussed, with the following precisions:

- The VP of programs will identify new programs and will work with the student council,
- The Secretary will keep records of all the PTO activity,
- The treasurer will focus on creating a budget for the first members' meeting,
- The Communication chair will create a website with a payment system and a list of volunteers.
- The School Delegate will listen and provide feedback from the school and to the school,
- The VP Neighborhood will create a structure and a framework to organize and homogenize the neighborhood reps activity.

Next steps in the creation of the PTO:

The filing will be done November 4th, the next step will be to open the PTO bank account and look at insurances.

The first member meeting will be the occasion to present the board team, tentative dates are December 2nd and 9th, to be confirmed by Jane.

Brainstorming and ideas:

New families: the PTO needs to be informed of new family arrival and need to provide adequate support via the neighborhood reps. New family coffee mornings could be organized throughout the year.

On January 9th, the head of Safety from Nord Anglia will be visiting the school. The principal will see if he can organize a talk to the PTO.

The principal offered to let the PTO take over the weekly newsletter of Friday 11th.

For the international festival, fundraising ideas are: cookbooks, baskets auctions, raffle, a parking spot.

For fundraising, a curry night could be organized with a movie for the younger children.

For Spring, the VP Program will look into a Beach Fayre.