

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: January 9th 2023

Presents:

**President-** Yasmin Wilkinson

**VP- Programs-** Martha Quintero

**Treasurer-** Olga Takhtarova

**Secretary** – Claire Allard

**VP- Neighborhood reps-** Susan Lam

**Neighborhood rep delegate-** Lori Worley

**Communications Chair-** Kym Kettler- Paddock

**Volunteer Chair-** Ann Schade

**Hospitality Chair** – Oxana Dubrovina

**Used Uniform chair-** Servane Remnant

**Fundraising chair delegate** - Lindsey

Absents:

**School Delegate** – Principle Barrie

**Fundraising chair-** Katrina Abel

The objectives of this meeting were:

- Food festival organization and Friday's newsletter,
- Other subjects (Lunar New Year, Uniforms).

# International Day - Food festival:

Date: February 10th

Kym and Martha will co-chair the event while we don't have someone stepping up for the role.

During the day, the school will have a flag parade. In the past, parents went to classrooms to talk about different countries and each high-schooler took an earlier year to go through the food.

We need to schedule an information session next week. Yasmin will find out the possible dates with Jane. The session will also be the occasion to communicate the rules (which food is allowed/not allowed, how much, size of the tables, restrictions on decorations, staples, nail guns,...), the timing and to let each country start to work together.

Anne will prepare a sign-up genius to identify the volunteers for each country. Kym will do a google form for each country to declare how many tables they need, if they need electrical, backdrop or any other help. We will prepare QR codes for both for the information session.

To define the rules and prepare the session, Martha will contact Jane to know the school rules, the list of countries, the timing (including set-up), the need for decorations and, get a previous presentation if it exists.

Each country could have little tokens. The school would like us to prepare a "passport" that could be stamped at each booth.

In the past, the students, and the parents prepared games and shows. Kym will talk to Ms Rochell to know how/if she wants to organize it.

We will do the cookbook. Lindsey will look for a template for the recipes. We aim to have all the recipes by the end of the festival so we can edit it just afterwards. Some sponsors present on the PTO today website may be able to do all the edition/printing for us. Each recipe could be personalized (for example: Stew recipe from the Smiths Family).

Apart from the book, for fundraising, we could auction or raffle a parking spot until the end of June and gift baskets.

Content for the newsletter (Friday 13th):

- Quick presentation of the event and call for volunteers.
- Invitation to the information session (mentioning that it is not compulsory to participate!).
- Link to the sign-up genius.
- Mention of the cookbook.

## Other subjects:

We are fully registered and are still waiting on our non-profit status letter from the IRS. Yasmin will go to the IRS office directly to try to speed up the process.

We will ask Jane to have our own PTO group on the new school app.

The school will be organizing the Lunar New Year for EY and primary. No activity is planned for the secondary because of schedule constraints. Susan will talk to the school again to know more. For next year, it could be an occasion to fundraise by selling bubble tea, fish cakes and/or have a flower market.

Kym will help Servane look at how to use old uniforms. 70% of the donations are not used and could be recycled to do cushions for leavers, quilts, shopping bags,... Kym will talk to Ms Morgan to figure out how we could interest the High-school to participate. Seniors could sell the items for their proms for example. It could also be part of a CCA. An organization called Redress uses this type of materials with young fashion designers to recreate new clothes.

For the new PTO space, the school may pay for the shelves, we need to figure out the best set-up to accommodate uniforms. We will still have access to the actual storage room. Some posters and sign-ups would be great to decorate. Yasmin will ask Jane what would be a good date to clean the temporary Winter Fayre storage room.

For the website, Kym is studying two different options. Some of them have a strong branding without any children picture, which solves the child safety issues. Most of these are made on a word-press frame, we need to figure out how much we can change on the front end. The idea is to take a full service provider instead of creating our own website to make it easier to maintain and transfert.

Yasmin will ask Jane about subscribing to PTO Today.

Yasmin will send out a survey about the Tee-shirt design and try to find a sponsor to order a first batch we could sell to the members.

We will raise the idea to the school to have some sort of feedback box so we don't become the place to raise concerns.