

British International School of Houston Parent Teacher Organization

Membership meeting - Minutes

Date: March 31st 2023

Presents from the board:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Secretary – Claire Allard

VP- Neighborhood reps- Susan Lam

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Fundraising chair- Katrina Abel

School Delegate – Principal Barrie

Neighborhood rep delegate- Lori Worley

Excused from the board:

Treasurer- Olga Takhtarova

Hospitality Chair – Oxana Dubrovina

Used Uniform chair- Servane Remnant

Parliamentarian role held by Katrina Abel.

The meeting started at 08:35. The quorum was confirmed with 15 members present.

Agenda

Approval of minutes

Finance update

Elections

Executives and Chair introductions and updates

Open floor suggestions

Approval of minutes

The minutes were presented by the secretary. A motion to approve was created by the president and seconded by the communication chair. No nay, all were in favor, the minutes were approved.

Finance updates

The financials until February 28th were presented.

The PTO has received a tax exempt status from the IRS and from the Texas controller office. As a result, the PTO is not taxable for all purchases made. This includes purchases made by year reps.

Elections

The elections will be held on April 28th 2023. The nominating committee is composed by Lori Worley, Karen Lockenby and Fanny Van Brussel.

Executives and Chair introductions and updates

Programs: The International Day was a success, our next event is the Summer Fayre: June 2nd from 3:30pm to 5:30pm.

Neighborhood reps: All neighborhood reps will be contacted to participate in the teacher appreciation week. Each neighborhood has been asked to prepare a bundle to be auctioned (or raffled) during Curry Night.

Fundraising: our big event will be Quiz & Curry Night on April 2nd. The budget was presented and amount to approximately \$45k. It will bring corporate sponsors.

The next actions/ideas are:

- Enter the Good Neighbor programs with HEB, Kroger,...
- Work with Sarah Lopez (BISHouston Athletic Director) to create spirit nights
- Set-up box tot collection (now in an app)
- Bring authors at the school (including for older children)
- Do a color run for secondary students

The principal proposed to have our own "Friday Night Light" from 4pm to 6pm a Friday evening dedicated to primary children or secondary, where we could provide a barbecue and some activities.

The school emphasized that middle school students (in particular Year 9) were missing social activities. We could imagine a sleepover in the gymnasium on a Friday night for example.

Hospitality: The Teacher Appreciation Week is May 8th to 12th. The PTO will sponsor a lunch, a treat cart and will partner with the Year Reps for additional activities.

Communication: Our website is up and running (some minor adjustments will be done in the coming weeks). Each week, the PTO has its updates sent in the newsletter. We will do a survey for all parents to gather feedback on which events the community would like to see and if more communication is needed (Facebook page, Instagram account,...).

Volunteers: All the work done by the volunteers was amazing. The community responded in large numbers to help whenever we needed it.

The Year 12 students set-up and operated the Buggy concession stand.

For now, we will keep asking for volunteers to sign-up through sign-up genius.

We have a survey on our website where people can register their interests so we can have a base of volunteers. Our next events that will require volunteers are the Teacher Appreciation Week and the Summer Fayre.

We are looking at Future Funds which is a back-end solution we could use on our website to create our volunteer contact base. This solution is free to use and collects a fee on donations.

We are able to track hours if needed to provide an employer for match-ups.

We are looking at creating pins that volunteers could add to their lanyard for each event.

In May we will plan a volunteer appreciation breakfast. The school wants to participate in the organization of this event.

Open floor suggestions

We obtained our non-profit status with Paypal so our fees are reduced.

Parents can claim any donation for tax purposes (including donations for the Curry bundles).

Our website has forms to complete to obtain a tax receipt (including for donations in kind).

We are creating sponsorship levels: Pride/Unity/Respect/Bulldog. The exact levels of contributions will be communicated later. With sponsorship, parents and companies can have their logos and/or name on our website.

It was suggested to do a raffle instead of an auction for the Curry Night Bundles, to include more families and create emulation. It will be decided after the break, depending on the timing of the evening. Some bundles could be displayed in the lobby to create excitement. A plug-in exists to sell raffle tickets on our website directly.

Student leaders are being coached by the Principal. They have been encouraged to shadow the PTO to shape their association after ours. They are looking at creating new events (snowball or beach events).

For now, 10 people have registered to be part of the PTO next year or the nominating committee. We have open delegates positions for all the roles.

The school informed us that Revolution Prep is giving all PTO members (so all the parents) a 10% discount.

The meeting was closed at 09:15 am.