

British International School of Houston Parent Teacher Organization

Membership meeting - Minutes

Date: April 28th 2023

Presents from the board:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Treasurer- Olga Takhtarova

Secretary – Claire Allard

VP- Neighborhood reps- Susan Lam

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Fundraising chair- Katrina Abel

Neighborhood rep delegate- Lori Worley

Excused from the board:

School Delegate – Principal Barrie

Hospitality Chair – Oxana Dubrovina

Used Uniform chair- Servane Remnant

Parliamentarian role held by Katrina Abel.

The meeting started at 08:31. The quorum was confirmed with 13 members present.

Agenda

Finance update

Elections

Chairs positions

Proposed events for 2023-2024

Staff appreciation week

VP Neighborhood

Updates and open floor suggestions

Finance updates

The financials until mid-April were presented.

Current accounts balance:

Bank Account	\$ 4,121
PayPal	\$ 7,506
Petty cash	\$275
Total	\$11,902

Budget update:

Budget vs Actual 2022-2023

Income categories	Budget	Actual YTD	Variance	Comments
Parents Donations	2,000.00	-	(2,000.00)	
School Sponsorship	3,300.00	4,237.00	937.00	Winter Fayre and registration exp
Other Fundraising events	2,100.00	8,190.00	6,090.00	Curry night, snack sales
Winter Fayre Proceeds	6,000.00	6,002.00	2.00	
Second Hand Uniform Sales	1,800.00	3,848.00	2,048.00	
Total Income	15,200.00	22,277.00	7,077.00	
Expense Categories	Budget	Actual YTD	Variance	
Teachers appreciation	5,000.00	-	(5,000.00)	
Volunteers Appreciation	700.00	-	(700.00)	
Meet and Greet	300.00	-	(300.00)	
PTO admin exp	500.00	488.00	(12.00)	Website, stationary, etc
PTO Accounting software	100.00	109.00	9.00	
PTO Registration Exp		941.00	941.00	Sponsored by School
Fundraising events		2,828.00	2,828.00	Snack sales, Curry night
International Day	400.00	211.00	(189.00)	
Summer Fayre	1,600.00	-	(1,600.00)	
Winter Fayre Expense	3,900.00	3,895.00	(5.00)	
Y11 Prom	400.00	400.00	-	
Y13 Graduation	1,500.00	1,000.00	(500.00)	
Y2 graduation	400.00	-	(400.00)	
Y6 graduation	400.00	-	(400.00)	
Misc other taxes & fees		479.00	479.00	Sales tax, bank charges
Total Expenses	15,200.00	9,872.00	(5,328.00)	

The PTO has now funds thanks to the fundraising efforts. Our incomes are from the Quiz and Curry night, the buggy concessions and the used uniforms shop. We have started charging sales tax on the uniforms. We collected 7k\$ over the budget.

We have additional funds for the Summer Fayre. The EY2 and Y6 haven't claimed their graduation budget and we will remind them that it is available for them. Year 9 may also need some funds and we will ask them to make a formal request so the board can vote to approve it.

The school contribution for Winter Fayre is included in the figures above. We will ask the school to provide us their costs for the International Day. It will be offset in the actual but it gives a clear idea for the next year's budget.

The financial reports as well as our Bylaws, and minutes are all on our website.

Elections

The nominating committee presented the names of the persons who showed interest to be part of the 2023-24 board. As follow:

President: Yasmin Wilkinson

Treasurer: Charlene You

Secretary: Claire Allard

VP Program: Martha Quintero

VP Neighborhood Reps: Lindsey Glasco

It is reminded that the Parliamentarian, the Chairs and the Delegates are nominated and not elected.

Kym Kettler- Paddock moved to vote for all positions at once. Susan Lam seconded the motion. All were in favor, no nays. The proposition was passed.

Lori Worley moved to vote. Susan Lam seconded. The proposition was passed.

Question came about the Treasurer position.

Kym Kettler-Paddock moved to alter the vote to vote separately. Katrina Abel seconded. All were in favor, no nays. The proposition was passed.

We had 3 candidates for treasurer: Olga Takhtarova, Charlene You and Truda Esslemont. It was proposed to vote for Olga as Treasurer and propose the delegate position to the other two candidates.

Kym Kettler-Paddock moved to vote for Yasmin Wilkinson as President. Susan Lam seconded. All were in favor, no nays. Yasmin Wilkinson is elected President.

Lori Worley moved to vote for Olga Takhtarova as Treasurer. Kym Kettler-Paddock seconded. All were in favor, no nays. Olga Takhtarova is elected Treasurer.

Lori Worley moved to vote for Claire Allard as Secretary. Yasmin Wilkinson seconded. All were in favor, no nays. Claire Allard is elected Secretary.

Lori Worley moved to vote for Martha Quintero as VP Program. Kym Kettler-Paddock seconded. All were in favor, no nays. Martha Quintero is elected VP Program.

Lori Worley moved to vote for Lindsey Glasco as VP Neighborhood Reps. Susan Lam seconded. All were in favor, no nays. Lindsey Glasco is elected VP Neighborhood Reps.

Liz Caroll volunteered to be parliamentarian.

Chairs positions

The following people showed interest in holding a chair:

2nd hand uniforms	Claire Allard
Fundraising	Kat Abel
Volunteers	Ann Schade
Hospitality Chair	Susan Lam
Programs	Fanny van Brussel
Communications	Kym Kettler-Paddock

Liz Caroll is interested in a delegate position for the Second Hand Uniforms, and we will contact Charlene You to see which delegate position she would like to hold.

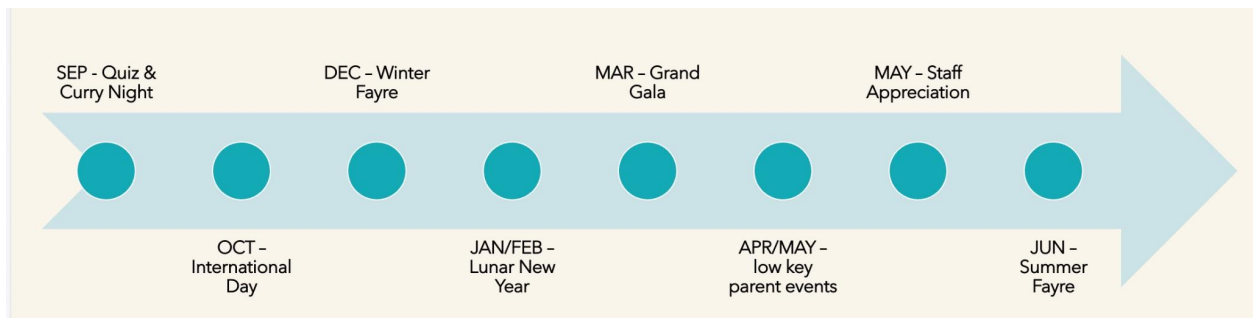
All these positions will be nominated by the elected board.

The Board is composed of the elected officers, the chairs and the delegates. The board meets once a month at minimum.

Each Chair can create a committee and the board can add chairs as necessary.

Proposed events for 2023-2024

Below is the proposed calendar for the next school year:



For International Day (in October), we will ask parents to think about what they could bring back from their home country during the summer break.

For November, we will discuss the idea of a Housecoming week.

In the past, the Winter Fayre was timed with the Primary Production: on a Saturday, the Winter Fayre was from 11am to 2pm and the primary musical started at 2pm.

For the Lunar New Year, the school is providing a Lion Dance but we could provide games, discuss with the chef about a menu, and do a flower market.

Katrina Abel will chair the Gala in March.

As exams are in progress for older students in April and May, events will be low key (small parents gathering outside of school).

This calendar will be posted on our website.

Staff appreciation week

On Monday: Breakfast tacos with coffee offered by Tim Hortons

Wednesday: Lunch

Friday: treat cart.

We will set-up at 7:30am on Monday. The signs will be put in the school on Sunday. Yard signs will be put up for the whole week on the theme "Our Teachers are out of this world".

We need more volunteers for the treat cart. Once we have the volunteers list, we will communicate all the organization details.

VP Neighborhood

We will set-up a meeting with the neighborhood reps, Ms Averett and Ms Morgan. The chef will prepare and present his guidelines for a smooth food order.

We need an alignment between the different teachers. We need to provide more information to the new reps. Ideally, we should have one rep per year group identified before the end of the school year for the next year.

It would be easier to get the \$20 parent participation if we could explain exactly what it will be used for.

We need to plan a working session to outline how we collect parents' information, for what and which option we give (opting in or out for communications,...).

Updates and open floor suggestions

We need to plan for the first PTO meeting to take place in August or September.

The 2nd Hand Uniform needs to perform an inventory before the end of the year.

The volunteer appreciation breakfast will be June 8th at 8:30.

In the past, the PTO was organizing parents' coffee every week at the school (every Friday morning). This needs to be reinstated to create a community. We need to rename the PTO meeting as Parents Gathering to avoid scaring people.

The meeting was closed at 09:41 am.