

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: December 2nd 2022

Presents:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Treasurer- Olga Takhtarova

Secretary – Claire Allard

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Fundraising chair- Katrina Abel

Absents:

VP- Neighborhood reps- Susan Lam

School Delegate – Principle Barrie

Neighborhood rep delegate- Lori Worley

Hospitality Chair – Oxana Dubrovina

Used Uniform chair- Servane Remnant

The objectives of this meeting were:

- Preparation of the members meeting,
- Next steps in the creation of the PTO,
- Brainstorming and ideas exchange.

Preparation of the members meeting (December 9th):

The parliamentary will be filled by one the board members (excluding the president and secretary). We will be following Roberts Rules of Order to conduct the meeting.

Agenda:

- Introduction of each board member and function
- Vote on the budget
- Status on the PTO registration
- Presentation of the shirts and pins designs
- Suggestions

Yasmin will prepare a visual to share on the Year group WhatsApp to advertise for the meeting.

Yasmin will work with Jackie to prepare a template for the slides, slides will be due Wednesday. Each member will prepare his/her own slide.

For programs, the next event is the International festival.

Next steps in the creation of the PTO:

We are fully registered and are waiting on our non-profit status letter from the IRS. Yasmin made multiple attempts to contact them, we will wait after Christmas before trying to contact them again.

The bank account is open. Olga will buy some checks and authorisation has been given to reimburse electronically (paypal, zelle,...). She will look at devices to accept credit cards. Paypal needs another 43 days before releasing our funds. We need to inquire about setting up a money box at reception.

We will ask the school to subscribe to PTO Today and we will subscribe to the financial module. The PTO Today subscription will give access to a PTO exposition where we will be able to find suppliers.

We still have to look at insurance.

All the documents (including minutes) will be stored on the PTO gmail account, Kym will share the password as necessary. Olga, Martha and Claire will go through the documents of the previous PTO.

Brainstorming and ideas:

New families: we should create a welcome pack that could include sponsors like dentists.

For programs, we need more events for the upper school (including HouseComing). The student organization will need our help to organize themselves. They will meet in January for the first time.

Some ideas of new events: literacy events (reading in pajamas), math, art week, a gala in April, selling pies for Christmas, handbag raffle, activities around the school (disco bowling, city center), parent sport day, spirit night for a specific year (ex: graduation), a school ring for seniors.

International festival: selling books, fundraising with raffle baskets.

Volunteering: Jane has lists of persons interested for each event that can be used as a starting list. We can then set up a mail form. We could do a volunteer appreciation event at the end of the year (3 or 400\$) to be quoted with Chef Benito.

For teacher appreciation lunch, parents usually bring the food.

Pins: we could give them to the volunteers (or sell them depending on the price). Kym will get a pre-budget price with the science department. Yasmin knows a reasonably priced vendor but he isn't reliable in terms of delays.

For the winter Fayre: the cost was \$600 for the inflatables. The school has a floor for the gymnasium to be able to set up some coffee near the inflatables.