

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: February 17th 2023

Presents:

**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

Absents:

**President-** Yasmin Wilkinson

**Treasurer-** Olga Takhtarova

**Neighborhood rep delegate-** Lori Worley

**Hospitality Chair** – Oxana Dubrovina

**Used Uniform chair-** Servane Remnant

**Fundraising chair delegate** - Lindsey

**School Delegate** – Principle Barrie

The objectives of this meeting were:

- Curry night,
- Teacher appreciation week,
- Other subjects: International Day feedback, PTO Dinner/Lunch, Open discussion.

With 6 people, the quorum is met. Meeting opened at 8:45am.

## Curry night:

Date: Saturday April 22nd

The principal will be the quiz master.

Next steps are to meet with Chef Benito and then to initiate a budget.

## Teacher appreciation week:

Date: May 8th - 12th

Oxana will be in charge of organizing the week.

The initial budget was \$5,000. We are short \$4,000 so we need to find ideas to reduce the cost.

Oxana and Susan will meet with the Years Reps to find ideas. Susan will ask for the numbers of teachers and staff members. We will prepare a form to find out the teachers' preferences (lunch/dinner, everyday small attentions,...). The results could be used as guides for next year.

The bulk of the budget should be spent on the teachers but the rest of the staff should be taken into account too.

## Other subjects:

### Update on our Tax exemption status:

We hope to receive our Tax Exempt status by the end of next week. We were missing a submission to the IRS.

### PTO Today:

We are now members of PTO Today. The website has a lot of information. The login details have been shared by Olga on the PTO WhatsApp group, Kym will reshare them.

PTO Today will hold a festival soon, access is included with our membership.

### BISH Bash and Summer Fayre:

Jane confirmed that the school will hold Bish Bash this year. BISH Bash is a performing art type festival with concerts and food (BBQ). It will be held during the Summer Fayre. The date is to be confirmed by Jane.

For the Summer Fayre, we should suggest having the inflatables in the Silver Gym as it was too hot outside last year. We could decide on a theme (like candyland for the Winter Fayre).

### Calendar:

We need to create a calendar of all the main school events (exams, fayres, ect...).

### Fundraising:

Katrina will look at Booster as a fundraising organization, Advancial bank and Contemporary Eye Care as sponsors. Per her experience, Ann doesn't recommend Booster as they can keep up to half of the funds raised.

Motion raised by Susan and seconded by Katrina to create a proposal to send by email for levels of parents donations based on:

- Pride: \$750 and above
- Unity: \$500 to \$749
- Respect: \$250 to \$499
- Bulldog: \$249 and under

Motion raised by Kym and seconded by Susan to submit the proposal to vote by WhatsApp poll. We also need to ask if we could have a concession stand at the school musical break.

### Celebration of arts:

We could create a celebration of art, starting "small" this year. The seniors are exposing their work in an art gallery Downtown on March 25th. We can ask for the school to expose their artwork the following week in the school. To conclude the week, the upper school musical will be held the 30th and 31st of March.

For the smaller kids, we could have a "pajamas and pancakes" morning reading event or a visit of an author.

We could coordinate with the primary musical and choir (managed by Mrs Pinto and Mrs Rochell).

### Members meeting in March:

By our bylaws, it will be our annual meeting and we will hold the elections. Kym will ask for the Boma's availability for the 31st. We need to provide coffee. We could finish the meeting with defined areas per year groups to let people socialize.

### Coronation Day on May 6th:

The school wants to have events in the days leading to the coronation. We need to see if there are exams in this period.

### International Day:

The school paid for supplies (cups, napkins,...). We need to hold another meeting for feedback on the International Day. Kym will prepare a survey and ask feedback and suggestions from the country leaders.

### Offices:

The school is actively looking at the spaces for next year. They aim to have a dedicated space for the uniforms and we would keep the PTO storage as-is.

PTO social:

We need to organize a lunch or diner for the board members (not funded by the PTO). We will make suggestions on the WhatsApp group.

Tee-shirts:

Yasmin is trying to find a sponsor to produce the PTO tee-shirts.

Website:

Kym has the school logo, fonts and colors. Kerstin will do the look, Kym will do the design. We will sign an agreement with the school so we can use the Bulldog image.

Meeting closed at 9:40am.