

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: March 6th 2023

Presents:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Treasurer- Olga Takhtarova

Secretary – Claire Allard

Fundraising chair- Katrina Abel

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Hospitality Chair – Oxana Dubrovina

Fundraising chair delegate - Lindsey

School representative: Jane Chastant

Absents:

School Delegate – Principle Barrie

VP- Neighborhood reps- Susan Lam

Neighborhood rep delegate- Lori Worley

Used Uniform chair- Servane Remnant

The quorum is met. Meeting is opened at 08:34 am.

The objectives of this meeting were:

- Upcoming elections
- Curry evening
- Summer Fayre
- Staff appreciation week
- Next year activities/school calendar
- AOB (Any Other Business)

Upcoming elections:

According to our bylaws, elections should take place during the March members meeting. All modifications must be communicated with a two weeks notice.

We have to form a committee of 3 people to identify candidates. Those 3 people cannot be candidates.

A motion to seek nominations for the March Members meeting and to move the elections to April is proposed by Kym and seconded by Lindsey. All are in favor, no nay, the motion is approved.

Kym will prepare a form to collect interests of potential candidates. The form will address elected positions (the board) and non-elected (chairs). On Friday's newsletter, we will provide the link, ask for people interested to be part of the election committee, announce the goal of the March meeting and the move of the elections to April.

The Chairs will be nominated by the new board but we will collect interests at the same time. We will open a literacy chair under the supervision of the VP of Programs, Fundraising may also need additional chairs.

Curry night:

Curry night is planned for April 22nd. We expect around 200 people.

The event will be corporate funded. At least 3 companies have agreed to sponsor a table. Each table will be sold for \$1000, the table will hold the company name and the company logo will be displayed on our website.

Each year group will be asked to prepare a basket that will be auctioned during the night (silent auction). We could also sell crowns at the entrance (in regards to the King's coronation). We may set-up a photo booth (it cost about \$500).

We may keep tickets prices low (\$20/\$25) to attract more people. The food will cost around \$20 per head and will be provided by chef Benito.

A drink package at \$75 will be sold to "bring your own booze". We have to check if we could sell our own soft drinks.

An event company has agreed to lend us black curtains to decorate the Boma.

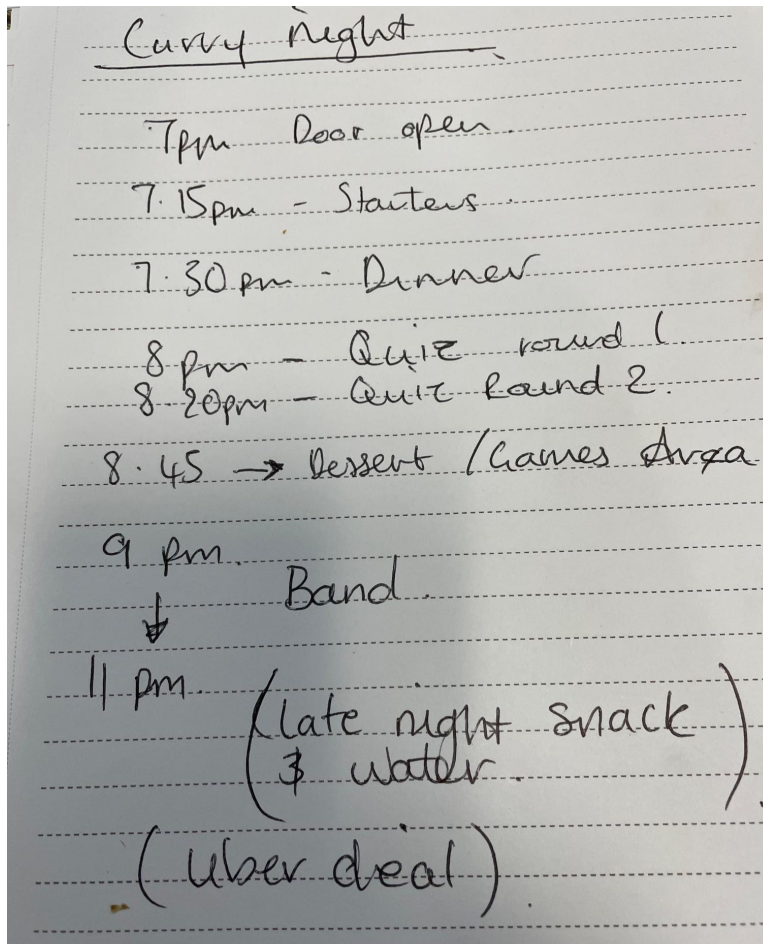
Jane will ask Jacky to prepare a flier that we can finalize once we set the price and timing. She will also ask the school photographer if he could sponsor our event by covering this event for free.

We need to check if event-brite is free for non-profit, it could help to collect entrance fees.

Jane will ask if we could have a bus route open for the night.

It will be our fundraising event for this year. Dress code will be cocktail attire.

First idea for timing:



Summer Fayre:

The summer Fayre is planned for June 2nd. No one had any issue with the date. It will be from 3:30 to 5:30.

Staff appreciation week:

The week is from May 8th to May 12th. There are around 145 staff members (including security and maintenance).

We could organize 2 or 3 items from the PTO but it doesn't need to be one item per day. We need to be conscious of our funds.

We have "Thank you" signs we could use for the 2 entrances and we can have a professional sign put up for the first day (around \$200).

The ice cream shop will offer one coupon per staff member. We could give them out in nice envelopes on the second day.

We could provide lunch on the 11th and a snack cart on the 12th.

The lunch would start at 11:30am. Last year, Local Table provided the food. Oxana, Martha and Yasmin will check Local Table, Postino and another restaurant. Kym will check with Pucci Café if they could sponsor some morning pastries.

For the snack cart, we will contact the 2 British shops (British Depot and British Isles) to see if they could sponsor part of the snack cart.

Oxana will update on all these points next week.

Next events/ School calendar:

The school will prepare next year's calendar during Q3, we will have the opportunity to have a PTO representative join the process.

Other subjects:

We will organize more touch-points in the coming weeks to address the Winter Fayre and International Fayre Feedback.

The new ice cream shop will open in 3 weeks. They will give us 20% of profit or proceeds (to be clarified) and 30% during spirit nights.

Kym will set-up our website this week to have it up and running to sell concessions for the Buggy Musical. We will be able to sell snacks and drinks during the 20 minutes intermission. We need to prepare posters for Buggy. We could sell ice cream by pre-order only (they would sell us a cup for \$1.40 and we could resell it for up to \$2.50) and we could pick up the orders and deliver them. To bring the ice-cream truck it would cost \$250. We need to think about concessions for games. We will need volunteers for the sales during Buggy. G-suite (google) has a free version for non-profit. Kym will apply for the PTO.

Our website will contain a section for the financials (monthly reports and budget), the instructions and forms (for reimbursements) and payments.

Olga tested the PTO Today financial module and is happy with how it works. Our trial lasts until the end of the month and we all agreed to continue using it (\$110 per year). Our fiscal year ends in June so we have time to file our tax return.

We received our tax exemption letter from the IRS. Olga will file for a sales tax exemption with the Texas Comptroller. We will have 2 tax-free days to choose. For this year, the winter Fayre will be one.

Jane will provide the contacts of the new families to Susan and Lory.

Meeting is closed at 9:45 am.