

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: May 15th 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

**Fundraising chair delegate** - Lindsey

**Neighborhood rep delegate-** Lori Worley

**Parliamentarian:** Liz Caroll

**From the new board:** Charlene You, Truda Esselmont and Karen Lackenby

Absents:

**School Delegate** – Principle Barrie

**VP- Neighborhood reps-** Susan Lam

**Hospitality Chair** – Oxana Dubrovina

**School representative:** Jane Chastant

**Used Uniform chair-** Servane Remnant

The quorum is met. Meeting is opened at 02:40 pm.

The objectives of this meeting were:

- Budget
- Summer Fayre
- AOB (Any Other Business)

## Budget:

We need to increase the budget for the Summer Fayre. A special membership meeting will take place during the year reps meeting on Wednesday May 17th.

To facilitate the functioning of the association, it has been proposed that we set a limit of \$500. The board could vote on budget adjustments for up to \$500 and a membership vote would be necessary only over \$500.

Kym moved to amend our standing rules to allow the board to vote for budget adjustments for up to \$500 per line item.

Claire seconded the motion. All were in favor, the motion passed.

The PTO received a request to pay for books for EY2 teachers to offer to their students. The consensus was against this expense as it would need to be replicated in each year group. Yasmin will contact Jane to start the discussion as if the school would cover it.

We need to provide guidelines to express what the PTO covers, including in the year reps budgets.

We received requests for the Y9 graduation and year 11 graduation.

Olga moved to propose a budget of \$400 for the Y9 graduation.

Ann seconded the motion. All were in favor, the motion passed.

Olga moved to propose a \$100 increase of the Y11 graduation budget.

Kym seconded the motion. All were in favor, the motion passed.

We will schedule a board meeting to start next year's budget. Lindsey will schedule meetings with year reps by year to set budgets for next year.

## Summer Fayre:

The school will send one dedicated communication for Summer Fayre.

The inflatables will be rented from Martibirds with: a water slide, a bouncy castle, an obstacle course and Hungry Hippos. We will also set volleyball nets and an obstacle course from the school equipment. We will buy reusable games (including a splash pad for the little ones), set up a craft table, splash the teachers and a used book sale.

The actualized budget is over the initial budget as every cost has gone up.

Kym is waiting for an answer on electrical capabilities for the inflatables and on the approval of some vendors (Ice cream). She will add generators to the budget in case we need them.

We need to see if we charge for splashing the teacher.

We will sell \$20 all-you-can-play wristbands, there won't be individual tickets. The price for siblings has been debated and it has been proposed to have a \$15 price for siblings (same family only) and free for under 3. We will put the year on the bracelets.

For the food, we are waiting on a quote from Benito for Hot dogs, hamburgers and veggie burgers. It has also been proposed to look at food trucks.

We will sell water, cookies, chips and candy floss.

## Other subjects:

We can open a non-profit business account with Amazon. Olga will put it in next year's budget.

We will open a used uniform sale before and after school on June 7th and 8th. We need to speak to Jane as to what we can sell (exclusively Dennis or not). For the uniforms, we need to set up big bins and communicate that families can drop off uniforms on the last days of school.

We will need to pay taxes on the auctions.

Meeting is closed at 3:35 pm.