

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: September 22nd 2023

Presents:

**President-** Yasmin Wilkinson

**VP- Programs-** Martha Quintero

**Programs Delegate** – Chanel Warwick

**Treasurer-** Olga Takhtarova

**Secretary** – Claire Allard

**Fundraising chair-** Katrina Abel

**Communications Chair-** Kym Kettler- Paddock

**Volunteer Chair-** Ann Schade

**Fundraising chair delegate** - Karen Lackenby

**Neighborhood rep delegate-** Lori Worley

**Hospitality Chair** – Susan Lam

**Parliamentarian and used uniforms chair:** Liz Carroll

Absents:

**School Delegate** – Principle Barrie

**School representative:** Jane Chastant

**VP- Neighborhood reps-** Lindsey Glasco

**Treasurer Delegate** – Truda Esselmont

**Hospitality Delegate** – Charlene You

The quorum is met. Meeting is opened at 08:40 am.

The objectives of this meeting were:

- Delegates: review of the bylaws and creation of guidelines
- Nomination of Charlie Bingham
- New used uniforms space
- Hospitality
- Year 13 budget
- AOB (Any Other Business)

## Delegates - review of the bylaws and creation of guidelines:

Per the bylaws, each elected member (President, VPs, Treasurer and Secretary) can have one delegate. Delegates are nominated by the elected members, they don't hold any voting rights unless they replace their officer.

It was discussed that each chair could have only one delegate as well. Other positions can depend from the VPs (like chairs). Each chair has its own committee.

We need to establish a clear hierarchy and define clearly each one's roles and responsibilities. Each role should have clear boundaries.

During the board meetings, all the officers (elected members) and chairs vote. If a voting member is absent, his or her delegate gets his/her voting right.

## Nomination of Charlie Bingham:

A new position was discussed: Activities leader, this position would fall under the VP of programs. This person will be able to assist at all board meetings but will not have any voting rights.

Yasmin proposed a vote to create this position and nominate Charlie Bingham for it. Everyone was in favor, the motion was approved.

Martha, Charlie and Susan will meet to discuss the scope of each role. Charlie will help create new opportunities for Dads.

## New uniforms space:

The uniforms are getting a new room. It will free some space in the storage for all PTO items.

## Hospitality:

Susan presented the hospitality program for this year, including quarterly new parents coffees, a board and brush event (possible in the Boma in January), a movie night (in a club house or outdoor drive-in theater), recognition of all the school staff positions with at least a thank you card and mention on the screens,...

It was proposed that fundraising could support hospitality.

We could create a welcome pack for new parents that includes a list of addresses (dentists, doctors, grocery stores,...). Ann will try to get copies of a magazine done in her neighborhood with those types of addresses.

## Year 13 budget:

Year 13 used their budget for a deposit. Since they will get this deposit back, they are asking for another 1'300\$ to pay for the stall. The PTO doesn't have the cash flow necessary to provide another 1'300\$ but all agreed on the spending. Year 13 will try to get the school to cover for it and then the PTO would reimburse the school.

## Other subjects:

The school will continue to fund the volunteers breakfast.

The PTO doesn't want to fund all school events, the question of the 2024 Fall Formal is still in discussion but will be a relay for all volunteers needs.

Ann will ask for volunteers for the Fall Formal and for the set of Mary Poppins.

We need to look at concessions for sport events. The student council seems to be ready to create those. A meeting with Ms Lopez is necessary.

The meeting was closed at 9:43am.