

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: October 27th 2023

Presents:

**President-** Yasmin Wilkinson

**VP- Programs-** Martha Quintero

**Programs Delegate** – Chanel Warwick

**Treasurer-** Olga Takhtarova

**Secretary** – Claire Allard

**Communications Chair-** Kym Kettler- Paddock

**Volunteer Chair-** Ann Schade

**Fundraising chair delegate** - Karen Lackenby

**Treasurer Delegate** – Truda Esselmont

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

Absents:

**School Delegate** – Principle Barrie

**School representative:** Jane Chastant

**VP- Neighborhood reps-** Lindsey Glasco

**Neighborhood rep delegate-** Lori Worley

**Fundraising chair-** Katrina Abel

**Hospitality Chair** – Susan Lam

**Hospitality Delegate** – Charlene You

The quorum is met. Meeting is opened at 08:30 am.

The objectives of this meeting were:

- General business
- Winter Fayre

## General business:

### Golf event:

The offer from Top golf is at \$1'800 for 18 people (3 bays). The offer is only valid for 48 hours. If we take less bays, the offer will be at a higher price per person. The PTO doesn't make any money on this (loss of around \$1 per person).

9 people have signed up for now. If we have more people, top golf will open more bays.

It was decided to wait to pay the deposit (\$900) until the end of next week to have time to cancel if we don't have enough people. It was also decided to keep the price at \$100 until November 1st and increase it to \$120 on November 2nd to encourage people to sign up.

### Uniforms:

Call for ideas for the grand opening. Kym proposed to have an academy section and to have a second hand books section in the store. For opening day, we could organize a raffle. We could add a donation form on the website to encourage people to donate.

We will need to order PTO labels to identify the PTO things.

### Fall formal:

The school bought all the decorations so they can be reused next year.

## Winter Fayre:

The winter Fayre will be held on November 18th from 11am to 2pm.

The budget was voted at \$6k and we aim to stay at that level. The team will provide a detailed budget by the beginning of next week.

For the gingerbread houses, Karen will check the size of the cookies to help decide the size of the plates/baskets. We won't sell any houses in advance but will buy around 10 of the cookie ones and 10 of the cardboard ones to sell on the day of the event. It will be a BYO (Bring your own). We need to buy them in advance and to buy cellophane.

It was asked if we could reallocate the budget of the International Day to the Winter Fayre (\$2'800 budgeted vs \$500 realized). We can reallocate up to \$500 but above that amount, we need to submit it for approval in a membership meeting.

The Cadbury bars are donated by Yasmin and hold golden tickets to win a bulldog.

We need to invest to rebuild the Santa Grotto. Including the backdrops, the total amount needed is \$600 to \$700 depending on the need to replace the elf costumes.

For the grotto, we already have 148 gift bags ready. The team needs to replenish the prizes and find out where to order the plushies.

The decorations supplies will cost around \$300. The current offer we have for the petting zoo is \$650.

For the craft, we need to assess what is remaining from last year.

Tanzania is offering Face painting so we won't do it this year. We will offer tattoos instead.

It was decided to sell only tickets and no wristbands as many activities depend on the weather. Each ticket will be sold for \$1 and there will be no discounts.

Meeting is adjourned at 10am.