

# British International School of Houston Parent Teacher Organization

## Membership meeting - Minutes

Date: September 26th 2023

Presents from the board:

**President-** Yasmin Wilkinson

**VP- Programs-** Martha Quintero

**Programs Delegate** – Chanel Warwick

**VP- Neighborhood reps-** Lindsey Glasco

**Neighborhood rep delegate-** Lori Worley

**Secretary** – Claire Allard

**Fundraising chair-** Katrina Abel

**Fundraising chair delegate** - Karen Lackenby

**Communications Chair-** Kym Kettler- Paddock

**Volunteer Chair-** Ann Schade

**Hospitality Chair** – Susan Lam

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

Excused from the board:

**School Delegate** – Principle Barrie

**School representative:** Jane Chastant

**Treasurer-** Olga Takhtarova

**Treasurer Delegate** – Truda Esselmont

**Hospitality Delegate** – Charlene You

**Activities Leader:** Charlie Bingham

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

# Agenda

The meeting was led by the president, the agenda is as follow:

Introduction of the 2023-2024 PTO board

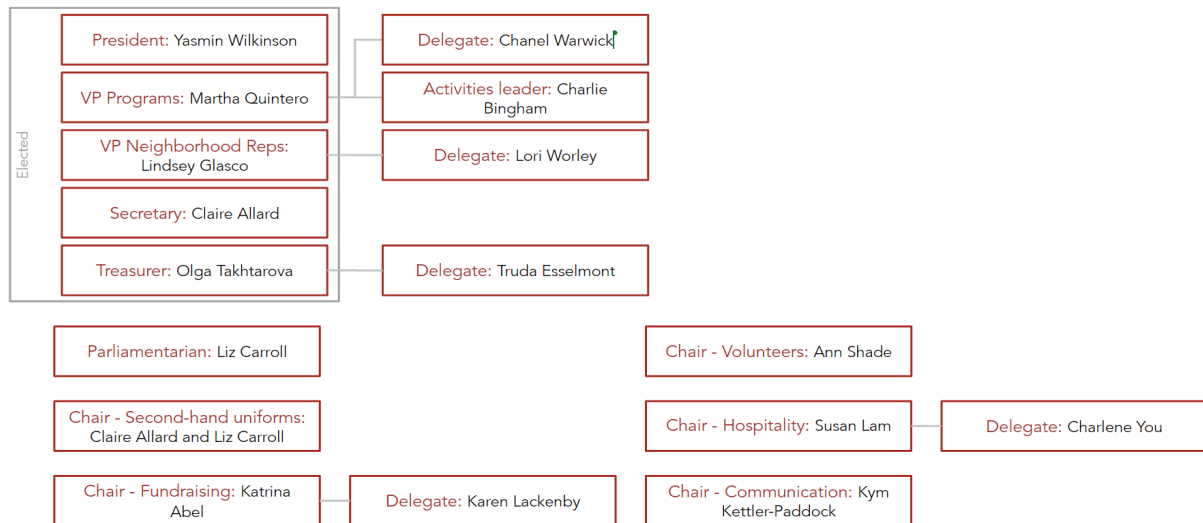
Finance update \*\* (update on financial reconciliation)

Executives and Chair updates

Open floor suggestions

## Introduction of the 2023-2024 PTO board

The 2023-2024 PTO Board is composed as follow:



## Finance update

The financial update was presented by Claire Allard. The financial reconciliation of 2022-2023 report will be ready in a few weeks.

The actual funds, budget actualization and FutureFunds amounts were presented. A question was raised regarding the funds collected for the year groups. The amount collected corresponds to the amount we can expect in regards to the number of students.

# Programs update

The proposed events are:

Proposed/Planned Events	Start Date	Completion Date	Target Market
International Day	20/10/2023	20-Oct-23	Everyone
Winter Fayre	18/11/2023	18/11/2023	Students only
Top Golf Event	28/11/2023	28/11/2023	Parents
Houston Food Bank event	13/01/2024	13/01/2024	Parents, Students, Teachers
5k Run	02/03/2024	02/03/2024	Parents/Teachers/Students
Red Nose Day	15/03/2024	15/03/2024	Students & Parents
Grand Gala	16/03/2024	16/03/2024	Parents
Student Crazy Socks/World Down Syndrome Day	21/03/2024	21/03/2024	Students/Teachers
Tiger Woods Pop Stroke event	19/04/2024	19/04/2024	Parents
Summer Fayre	31/05/2024	31/05/2024	Students & Parents
Parents' Sports Day	TBD	TBD	Students & Parents
Kids/Parents Games Night (Turf Field)	TBD	TBD	Parents/Students
Andretti Go-karting	TBD	TBD	Parents/Students
Line Dancing	TBD	TBD	Parents/Teachers
Parent/Kids Volleyball Tournament	TBD	TBD	Parents/Students
Parent/Teachers/Alumni Soccer Match	TBD	TBD	Parents/Teachers/Alumni
Student Pajama Day	TBD	TBD	Students/Teachers
Student Crazy Hair Day	TBD	TBD	Students/Teachers

The dates and exact events can be subject to changes.

Red nose day is a charitable event very popular in the UK.

# Fundraising update

It was reminded that the PTO is not funded by the school. All the fundraising is needed to finance the activities provided by the PTO.

Sponsors and vendors are needed for the WinterFayre.

New events this year include a Thanksgiving pie sale and the Grand Gala (March 16th).

# Hospitality update

A quarterly welcome coffee will be created for the new parents.

The team will recognize all the staff (including janitors, kitchen staff,...).

Parents events will be planned, the objective will be to have an event per term. Any ideas are welcome!

Hospitality and Programs may have some overlapping content, Hospitality is focused on creating a community by reuniting the parents.

## Volunteers update

All events need volunteers, without volunteers nothing can happen. Volunteering can be as little or as much as anyone is ready to do.

The next requests for volunteers will be to help at sports games, meaning concessions for the Mary Poppins Play, builders for the Mary Poppins Set.

## Communication update

On the PTO website, events can be added to calendars.

We just obtained a non-profit account with Canva. All Neighborhood reps will be able to access it.

## Neighborhood reps update

A calendar invite has been created for all future meetings. The next meeting will be Wednesday 27th, an update on FutureFunds will be given. Communication is sent through the school App.

## Open floor

The PTO website: [www.bishoustonpto.com](http://www.bishoustonpto.com)

Membership meetings are once per quarter, the next meeting being in November.

The meeting is closed at 9:04am.