

British International School of Houston Parent Teacher Organization

Membership meeting - Minutes

Date: November 7th 2023

Presents from the board:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Programs Delegate – Chanel Warwick

VP- Neighborhood reps- Lindsey Glasco

Secretary – Claire Allard

Fundraising chair- Katrina Abel

Fundraising chair delegate - Karen Lackenby

Volunteer Chair- Ann Schade

Hospitality Chair – Susan Lam

Treasurer- Olga Takhtarova

Activities Leader: Charlie Bingham

Excused from the board:

School Delegate – Principle Barrie

School representative: Jane Chastant

Treasurer Delegate – Truda Esselmont

Hospitality Delegate – Charlene You

Neighborhood rep delegate- Lori Worley

Communications Chair- Kym Kettler- Paddock

Parliamentarian and used uniforms chair: Liz Carroll

The quorum is met with 18 members present. Meeting is opened at 08:31 am.

Agenda

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

Finance update

Executives and Chair updates

Open floor suggestions

Finance update

The financial update was presented by Olga. The two main fundraising events: Winter Fayre and Summer Fayre will fund the rest of our spendings (around 26k left spending in the budget). We collected more than 20k in FutureFunds, including 4k for the PTO.

Programs update

The next event is Winter Fayre, November 18th from 11am to 2pm.

There will be a petting zoo (new this year), a hot chocolate bar (\$5 with a keepsake cup) and many vendors.

Each activity will require tickets, tickets are already available for purchase online.

We need donations including for Secret Santa (it's a way for kids to choose a gift for their parents, friends or family).

Year 12 and 13 are encouraged to sign-up for their activities (CAS students).

The top golf event is run at cost, the PTO doesn't gain anything.

If anyone has ideas of activities for parents, please share!

Fundraising

The Wonka bars will hold 10 golden tickets to win a bulldog!

Bulldogs ornaments will be for sale during the WF.

Year 12 have designed their Friday Night light tee-shirts.

The green bins in the parking lot are for clothes for donation and recycling. The supplier sorts them.

The Grand Gala (March 2024) is looking for sponsors.

Volunteering

We need volunteers for the Winter Fayre, for the set-up:

- Thursdays 9th and 16th mornings: crafts preparations and decorations
- Friday 17th afternoon: Santa's Grotto

We are waiting on the school on the needs and dates for the sets of Marie Poppins.

VP Neighborhood

Lindsey will meet Gemma on Friday concerning the snowball, more information to come!

FutureFunds is used by the Years Rep to send information and parents registered have access to the directory.

Hospitality

The paint event for parents will be held in the Boma on January 27th, it will be around \$35 per person.

Staff appreciation week will be in May.

The meeting is closed at 9:01am.