

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: January 5th 2024

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

Neighborhood rep delegate- Lori Worley

Fundraising chair- Katrina Abel

Hospitality Chair – Susan Lam (from 9am)

Parliamentarian and used uniforms chair: Liz Caroll

Absents:

School Delegate – Principle Barrie

School representative: Jane Chastant

VP- Neighborhood reps- Lindsey Glasco

Hospitality Delegate – Charlene You

Fundraising chair delegate - Karen Lackenby

Treasurer Delegate – Truda Esselmont

The quorum is met. Meeting is opened at 08:35 am.

The objectives of this meeting were:

- Financial update
- Programs
- Winter Fayre
- Gala
- General business

Financial update:

Finance:

A complete financial update will be given during our next meeting.

The neighborhoods have raised 19k\$ for all their activities. The PTO has, in addition, more than 20k\$ in cash reserves. This amount will cover all the expenses for our next events (Summer Fayre, end of year parties,...).

The school will cover Year 13 stoles this year, we may need to increase the budget for next year to cover them.

Programs:

Line dancing:

The line dancing event would take place on a Friday, in February, at Whiskey River. They will provide free lessons for beginners starting at 7:30pm.

There is no deposit and no fees, they can set up a table for us. We would only need to advertise for it, and maybe set up a RSVP to assess the number of people interested.

We should plan to inform parents a month in advance to "save the date".

Escape room: TBD

Winter Fayre:

All the feedback we received from parents has been very good.

Some vendors reported that they didn't sell as much sweets as expected. We need to assess the need for them to be able to accept tickets (parents wanted to use the tickets with the vendors). Martha will check with Karen if we thanked the vendors and will coordinate with Kym to set up a feedback form from them. We advertised for the Fayre too late and some vendors were already booked. We need to send a "save the date" earlier in 2024.

The inflatable supplier was really good, teenagers had a lot of fun, even inside.

We could provide a stand for the photograph to speed up the lines. We would need a second tent for secret santa: one for the presents and one for the wrapping.

One suggestion was to have a second concession stand outside and maybe put the hot cocoa (that had a huge crowd) outside.

The uniforms won't need to be open next time, the books can be moved with the vendors.

To speed up transactions, all board members should have Square on their phones and be able to accept payments.

We need to pay closer attention to the dates of the events, the Winter Fayre was on the same day as the Katy Christmas Market. The International Day was too close to a holiday. We could set the dates for each year as "second week of x month".

International Day:

The set-up was good. We shouldn't accept any transformer next time.

We need to work on speakers. We could ask the school to buy speakers and have a set play-list for the whole gymnasium.

The Flag parade went well.

Gala:

Kat is working on finding a location, we need to explore different options (including hotels with good relations with the school, HMNS who could provide a space free of charge through the school partnership,...).

It would be less expensive to have the food provided by the place, catering has gotten really expensive and will be cheaper in a package.

Yasmin will ask to postpone the date to April 20th or 27th. March 16 is the main show at the Rodeo.

Kat proposed to do a Hollywood theme. We still cannot do a raffle but we can do auctions. We will start to ask for prizes and also provide an online option. It was proposed to auction pies/desserts/chocolates... per table during the night.

General business:

Mary Poppins:

Kym will contact Ms Blackford to ask for a poster to put in the PTO, see if we can involve CAS students for the concessions, and ask if they need any help to set-up the sets or costumes.

Sports Day:

Chanel and Kym will work with the sport department to create a Sport Day instead of a week. We could do a whole school event with parents, we could have concessions, food trucks and sell Parents house Tee-shirts.

Friday night's lights was disappointing for concessions sales (23\$) but was a hit for the food.

Lanyard: it would be ideal to have a second Lanyard to put up during events, parents coffee,.. To identify PTO and/or volunteers. Kym proposed to use the yellow from the color chart of the school.

Meeting is adjourned at 9:45am.