

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: February 23rd 2024

Presents:

**President-** Yasmin Wilkinson

**VP- Programs-** Martha Quintero

**Programs Delegates** – Chanel Warwick and Charlie Bingham

**VP- Neighborhood reps-** Lindsey Glasco

**Neighborhood rep delegate-** Lori Worley

**Secretary** – Claire Allard

**Communications Chair-** Kym Kettler- Paddock

**Fundraising chair delegate** - Karen Lackenby

**Hospitality Chair** – Susan Lam

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

Absents:

**School Delegate** – Principle Barrie

**School representative:** Jane Chastant

**Treasurer-** Olga Takhtarova

**Volunteer Chair-** Ann Schade

**Hospitality Delegate** – Charlene You

**Fundraising chair-** Katrina Abel

**Treasurer Delegate** – Truda Esselmont

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

The objectives of this meeting were:

- Elections
- Financial update
- General business

# Elections:

All seats are up for reelection. On the elected board only Lindsey can do another mandate, all others have been in their positions for 2 years. We should focus our advertisement on seats that we need covered.

The new board will start on July 1st.

## Positions and interests:

Below are some candidates or persons to be contacted by the nominating committee.

Elected positions (delegates are not elected):

- President: Kym
- Treasurer: Truda - Delegate: Olga
- VP Programs: Chanel - Delegates: Charlie
- VP Neighborhood Reps: Lindsey - Delegate: Claire or Susan
- Secretary: Lori
- Parliamentarian

Chair positions:

- Communication: Karen
- Volunteering: Ann
- Fundraising: Martha - Delegate: Yasmin
- Hospitality: Susan
- Used Uniforms: Amélie and Liz

All roles are defined on the website PTO Today. We need to adapt these definitions to fit the current roles.

The VP Program role could be redefined as it included programs and events.

## Nominating committee:

This committee will be composed by Yasmin, Martha and Claire.

## Election date and membership meeting:

The bylaws require elections to be held in March.

The next membership meeting is March 12th. We will keep this meeting, do a one-year anniversary PTO cake and present the roles to start the election process.

The motion to move the election date to April was proposed by Yasmin and seconded by Kym. All were in favor, the motion passed.

Yasmin will contact Jane to schedule the elections in April.

## Financial update:

A financial update was provided by Olga.

## General business:

### Events:

There were too many commitments in the calendar this year so the school decided to cut-off some events (for example new parents' coffee).

We need to find events to bring parents together outside of school. For example: once a quarter lunch, hangouts at the museum, trip to the nutcracker market.

### Parents enrichment:

We could schedule an online safety course for parents with Officer Hernandez. We could also have a session on American laws. If we manage to have these sessions endorsed by the school, we should have more participation.

Meeting is adjourned at 9:29am.