

# British International School of Houston Parent Teacher Organization

## Board members meeting - Minutes

Date: April 26th 2024

Presents:

**VP- Programs-** Martha Quintero

**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

**School representative:** Jane Chastant

**Treasurer-** Olga Takhtarova

Invited:

**Member of the 24/25 PTO:** Kris Mrad

Absents:

**President-** Yasmin Wilkinson

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

**School Delegate** – Principle Barrie

**Volunteer Chair-** Ann Schade

**Hospitality Delegate** – Charlene You

**Fundraising chair-** Katrina Abel

**Treasurer Delegate** – Truda Esselmont

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

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

All members were asked their subjects one at a time.

## Staff Appreciation week:

Information for parents will be shared in this week's newsletter. The information for the staff will be shared by the school.

The theme is travel, it will start with France and end with a beach theme. There will be lunches, breakfast, snacks and giveaways provided. the event is on budget.

Passports will be printed by the school.

Susan will need help for the events themselves and will ask later for it.

Kym will give the details of our contact at Jeremiah as they haven't replied yet.

Susan will provide the logos and pictures for our website so we can thank our sponsors.

## Summer Fayre:

The food will be provided directly by vendors. We get a percentage of the sales. We may have Raising Canes and a popsicles stand. Jeremiah ice cream wasn't contacted as their offer wasn't really good, they were also extremely understaffed for our spirit night.

There will be 6 water slides, we obtained a 10% rebate with a new vendor, the total will be 3k for the slides on a 4k budget.

We already have most of the games. A parent will lend a water slide for smaller children. HEB has lawn games on sale at the moment so we may invest in a few.

Martha asked Jane if Ms Rochall could be inside for the music performance as the heat made it difficult last year.

There will be a wristband for sale and tickets for games with prices. We ran out too fast of prizes last year. The paper bracelets should stay better than last year's silicon ones.

We have to account for more children as there are 100 more children in primary this year.

Martha already talked with Mr Scrymgeour to involve the teachers to help man the activities.

We need to be able to set up at 1pm as the inflatables need time to inflate. The rent is for 6 hours so we should have the time. All the slides are water slides, we may have to run some as dry slides as we may not have enough water pressure.

We need a reminder that all children must be supervised.

Jane, Lindsey and Susan left the meeting.

A question was raised on how to integrate BISH kids.

## Fundraising:

We will wait next year to do spirit nights as the calendar is full for the remaining of the year. Kroger has sent us 2 checks, one has been cashed by someone else and the second is nowhere to be found. Olga is waiting on a copy of the check to try to track who took the money. We also lost a substantial donation as the check took 6 months to arrive to us and we got it after its expiration date. Kym will look into a mailbox that we could place in the PTO office.

Karen ordered pins for the middle school. Depending on how they look, we could order some to sell by the PTO.

## General business:

### Budget:

The budget will be presented to the membership on May 14th. Olga needs all figures by next Friday (May 3rd).

We may need to call a meeting to review the budget before the membership meeting.

For concessions, the consensus was to list the core events (performances, sports day,...) and to add 2 unexpected events. After that, we will need to tell the school that we cannot support.

The budget for year 13 hasn't been spent as it was used for a deposit. Olga explained that deposits do not count for expenses so their budget is still there. We may need to account for the stoles for next year as the school didn't commit to buying them again.

The PTO budget for each year group is a use it or lose it. Year 11 reported to struggle with their budget: they need to contact us for any problems.

Word press is cheaper for ticketed events.

### Insurance

We need to renew our insurance policy and since we have good rates thanks to PTO Today, we will increase our policy coverage.

### IRS

We need to re-apply for a non-profit status with the IRS as our budget is above what we expected. We have 27 months to apply following our registration. We have a company helping us with our taxes but they cannot help with the application. Kym will take over the contact with NorthWest from Kym. They did our registration and should be able to help us with the new application. We still have a budget for that and we have credit with them. Our tax exemption will not change, only our IRS status will.

### Uniforms:

We don't have anyone for the uniforms for next year. All the team will help for orientation day.

Martha will share the request with the Spanish speaking group. Karen will prepare a visual to share on facebook. Kym has put it for this week's newsletter. Kym will also see if we can involve students.

Next year calendar:

The school will discuss next year's calendar of events in June. Kym will ask Jane for our deadline. We need to think about our requests for dates, including monthly coffee for parents.

Meeting is adjourned at 9:45am.