

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: May 30th 2024

Presents:

President- Yasmin Wilkinson

VP- Programs- Martha Quintero

Programs Delegates – Chanel Warwick and Charlie Bingham

VP- Neighborhood reps- Lindsey Glasco (arrived mid-meeting)

Neighborhood rep delegate- Lori Worley

Secretary – Claire Allard (arrived mid-meeting)

Communications Chair- Kym Kettler- Paddock

Volunteer Chair- Ann Schade

Absents:

School Delegate – Principle Barrie

School representative: Jane Chastant

Treasurer- Olga Takhtarova

Fundraising chair delegate - Karen Lackenby

Hospitality Chair – Susan Lam

Hospitality Delegate – Charlene You

Fundraising chair- Katrina Abel

Treasurer Delegate – Truda Esselmont

Parliamentarian and used uniforms chair: Liz Caroll

The quorum is met. Meeting opened around 2:30pm.

The objective of the meeting was to review the past year to prepare for the year to come.

Review of strengths:

The PTO delivered on all the promises made to the school and parents.

It is a true partnership with the school.

The team has continuously shown energy, enthusiasm and professionalism.

It all started with only 4 people and has grown to a full team where everyone is working together.

The teacher appreciation week was wonderful this year.

The group has been able to evolve and sustain itself.

Getting people involved:

The team is only a small group of leaders which may not be sustainable. We need to involve more people. The question is: how to energize the school community?

We need to make sure we have enough support so people don't burn out. The initial idea was to have a coordinator for each event but we haven't been able to find enough people.

To recruit volunteers, we need to concentrate on the relational while not overwhelming people. People want to stay with their year groups.

Lindsey has helped a lot to spread the messages through the year reps.

We need to find ways to engage people with fun. Having coffees once a month will help to build the community.

We could have a skeleton crew for each event and place people who show up with them.

We could send a sign-up to the whole school at the beginning of the school year so we have pools of volunteers for each event.

We can theme our monthly coffee to launch the events (hot cocoa for Winter Fayre for example).

We can ask the school to add a volunteer sign-up to the school app.

Recognizing the volunteers:

We want to thank people but we don't have a complete list. We could add a generic message stating that we don't have all the names but we thank everyone that helped.

We need to look at a check-in/check-out station. Ann was saying that during the events she had to run around to assign people and it took all her time and energy.

Key actions for next year:

Making sure we have enough volunteers and social activities. We need to tell people "We are expanding, we need you!"

We should have a special lanyard for PTO board members. PTO board members should be friendly and identifiable so people know they can ask us questions.

We could give people gift certificates to thank them for a website that does branded PTO items. Yasmin will look into finding a website.

Meeting is adjourned at 3:25pm.