

# British International School of Houston Parent Teacher Organization

## Membership meeting - Minutes

Date: March 12th 2024

Presents from the board:

**VP- Programs-** Martha Quintero

**Programs Delegate** – Chanel Warwick

**VP- Neighborhood reps-** Lindsey Glasco

**Neighborhood rep delegate-** Lori Worley

**Secretary** – Claire Allard

**Fundraising chair delegate** - Karen Lackenby

**Volunteer Chair-** Ann Schade

**Hospitality Chair** – Susan Lam

**Communications Chair-** Kym Kettler- Paddock

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

**School Delegate** – Principle Barrie

Excused from the board:

**School representative:** Jane Chastant

**President-** Yasmin Wilkinson

**Treasurer-** Olga Takhtarova

**Treasurer Delegate** – Truda Esselmont

**Fundraising chair-** Katrina Abel

**Hospitality Delegate** – Charlene You

**Activities Leader:** Charlie Bingham

The quorum is met with approximately 30 members present. Meeting is opened at 08:30 am.

# Agenda

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

Elections

Financial audit

Finance update

Executives and Chair updates

Open floor suggestions

## Elections

Kym presented the structure of the board, the difference between elected and nominated roles and the calendar. The elections will be held in April, the date is currently in discussion with the school. The elections are held early to be able to involve the new board members in the discussions around the budget for the next school year.

A form is at every members' disposal to mention their interest in being part of the board for the next school year. The application deadline is **Mar 31, 2024** .

## Finance audit

Lindsey presented the methods and results of her audit of the PTO accounts. She started her career as an auditor and used the best practices at her disposal.

- Cash receipts and deposits: no exceptions were found.
- Disbursements: all transactions have been audited. The only exception found were 3 missing secondary signatures. It doesn't raise a red flag as these transactions were done at the end of the year and were not at the benefice of the treasurer. There were no exceptions on the supporting documentation.
- Checks: Checks were out of sequence but 2 checkbooks have been in use.
- Statements: May and June square statements not provided.

Recommendations:

- The second signature for approval should be made immediately.
- Only one checkbook should be used.

Ann move the motion to approve the books. The motion was seconded by Martha. Everyone was in favor. The books were approved.

## Finance update

The financial update was presented by Claire and Kym. There were no questions on the figures presented. As we get more funds, we need to apply to a new category of non-profit.

Today, it's not easy to track funds for each year group. It's a limitation of the platform FutureFunds and Kym is working with them to solve our issue.

## Programs update

Chanel presented the goals and objectives.

The past events were: Valentines day, Mary Popins concessions, Texas Western dancing and Junior Global Games concessions.

The upcoming events are; The food bank, Sports Family Day (March 24-25), Texas French Symposium (April 12-13), Aladdin concessions (May 10-11), Summer Fayre (May 31), Parents Escape Room (TBD), Parents salsa/merengue (TBD).

The implication of the PTO is not yet defined for the sport day and French symposium.

The school calendar is set in June of each year. The PTO is welcoming any feedback on this year's calendar to ask for adjustments.

## Fundraising

Karen presented the fundraising.

The Wonka bars generated \$840 profit.

Bulldogs ornaments generated \$400 profit.

It is reminded that we have a partnership with NameLabel, MabelLabel, Kroger, TruEarth and the clothing recycling on the parking lot.

## Communication

Kym presented the goals.

The communications methods put in place are: a dedicated PTO website and a section in the newsletter. As tools, we set-up nonprofit accounts with: Paypa, Google workspace and Canva.

A new survey will be launched shortly. Last year, we only collected 9 responses, we do hope to get more feedback.

## Volunteering

The next volunteering opportunities are:

- Sport Family Day

- Texas French symposium
- Summer Fayre

Ann has created a WhatsApp group to share all the volunteering questions and opportunities.

## VP Neighborhood

The next meeting is scheduled for next Wednesday.

A Neighborhood appreciation breakfast will be held on April 17.

## Hospitality

The paint event was a success.

A volunteer appreciation week will be held on April 15 to 19.

Staff appreciation week will be in May, donations from vendors have already been secured, parents will also be asked for special treats, the complete program is still under construction.

## Open floor

On the elections, the dates were reminded. A description of all the roles is on the PTO Website. The newsletter will have the direct links to the description and the form until the form is closed (March 31).

A question was raised about the presence of parents at the events not run by the PTO. An example given was the end of year parties. The principal explained that events centered on the children (like parties) were for children only.

A question was raised on the difference between FutureFunds funds and the PTO funds. Kym explained that FF was a platform to collect funds for the PTO and neighborhoods. The PTO funds are used for the Winter Fayre, International Food Festivals, year groups and more. FF gets a fee on each card transaction, the PTO doesn't pay anything to FF. The fees retained on transactions for neighborhoods are compensated by the PTO budget and not the neighborhoods.

Principal Barrie thanked all the parents for their implication. The results of the survey shows an improvement in all areas where the PTO has an impact. He will share the metrics with us once the results are finalized.

The meeting is closed at 9:41am.