

British International School of Houston Parent Teacher Organization

Membership meeting - Minutes

Date: April 15th 2024

Presents from the board:

President- Yasmin Wilkinson

Treasurer- Olga Takhtarova

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

Communications Chair- Kym Kettler- Paddock

Parliamentarian and used uniforms chair: Liz Caroll

School Delegate – Principle Barrie

School representative: Jane Chastant

Excused from the board:

Hospitality Chair – Susan Lam

Treasurer Delegate – Truda Esselmont

Fundraising chair- Katrina Abel

Hospitality Delegate – Charlene You

Activities Leader: Charlie Bingham

The quorum is met with approximately 16 members present. Meeting is opened at 08:33 am.

Agenda

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

- Elections
- Open floor suggestions

Elections

Yasmin presented the election committee: Yasmin, Martha and Claire and described the nomination process. Everyone that mentioned an interest for a particular position has been put on the ballot for that position. People that were interested in different delegate positions have been proposed for the positions that needed to be filled.

The ballot is as follow:

President	Kym Kettler- Paddock
Treasurer	Ann Schade
VP Programs	Chanel Warwick
VP Neighborhood reps	Lindsey Glasco
Secretary	Lori Worley

The vote took place with a secret ballot.

The results are as follow:

- 16 ballots casted, no voided.
- All candidates except Lori Worley got 16 Yes. Lori obtained 15 Yes and 1 No.

The election was called with all candidates elected.

The election committee presented the interest received for the chairs and delegates positions:

Delegates for elected positions:

- Delegate for Treasurer: Truda Esselmont
- Delegates for VP Programs: Delegates: Charlie Bingham and Sehrish (sez) Bhatti, member: Kris Mrad
- Delegate for VP Neighborhood Reps: Claire Allard
- Delegate for Secretary: Dr Sara Morris
- Parliamentarian: Claire and Yasmin

Chair positions:

- Communication: Karen Lackenby
- Fundraising: Martha Quintero - Delegate: Yasmin Wilkinson

- Hospitality: Susan Lam
- Delegate for used Uniforms: Liz Carroll

The positions for Volunteers and Used uniforms are still looking for candidates.

Kym raised a motion to “make the future chairs recognized now for them to be included in all the future meetings waiting to be confirmed at the first board meeting of the newly elected board in August.”

The motion is seconded by Yasmin. Everyone was in favor, no nay. The motion is passed.

Open floor suggestions

Programs:

The remaining budget of International Day has been used for the French Symposium. The French symposium concessions made \$3k in sales with costs of \$1.1k.

It was explained that no matter how much gains are made in concessions, all the spendings must be budgeted and approved by the membership (with a \$500 approval at the discretion of the board).

A request was made to have a formal process for the school to request PTO involvement for new events. The program team was asked to provide support for the Sports Day, Mary Poppins, Global games and French Symposium without coordination with the board leaving them without a proper budget to fund their expenses and without enough volunteers.

Kym explained that PTO had agreed to be involved in the Summer Fayre, Winter Fayre and International Day. As the PTO has supported more events, it has faced growing pains.

The summer Fayre budget will be on the agenda of the next Membership meeting if necessary.

Yasmin motion to increase the Programs budget by \$2,000 for concessions. The motion was seconded by Kym. Everyone was in favor. The motion is adopted.

This budget should allow the Programs to cover for the remaining unplanned events of the year.

Chanel raised the volunteers' situation. They are struggling for volunteers. The French Symposium has been covered essentially by Chanel, Martha and Ann.

One idea was proposed to ask people to register for 1 or 2 events at the beginning of the year. Jane mentioned that a few years ago, they tried this and by the time of the events people were not available anymore.

Kym raised the issue that the students don't have an incentive anymore as these hours cannot be counted as CAS hours. The principal will try to create a culture of volunteerism in High and middle school. So children will help without expecting anything in return.

Other propositions and questions were:

- Giving house points for children AND parents.
- How to inform parents? How can we better describe the roles so parents are not afraid of the amount of work.
- Should we do a volunteer group with regular meetings? Having a tee-shirt for events?
- Organizing a giveaway?
- Could we list the events in the neighborhood groups but highlighting the events that relate to that year group?
- Language barrier: in the hispanic community for example, some parents don't understand English well enough to see the need for volunteers. Should we have PTO ambassadors for each language? Do a PTO "roadshow" when communities meet? Could we use tech to translate our newsletter?
- Thank the parents who participated. With a message on the screens but also a visual posted in each year group.

The school will ask NA which AI they use for translation. The message is also to say no when we don't have enough volunteers to cover an event.

To increase the sense of community, we should organize a coffee morning once a month but not label it as PTO but just as a parent social. We could play games at some of these meetings. If we plan many coffees, we can ask the chef for a price.

For the volunteer appreciation event, the school has said that they would cover it every year.

The meeting was adjourned at 9:34am.