

British International School of Houston Parent Teacher Organization

Membership meeting - Minutes

Date: May 14th 2024

Presents from the board:

Treasurer- Olga Takhtarova

VP- Programs- Martha Quintero

Programs Delegate – Chanel Warwick

VP- Neighborhood reps- Lindsey Glasco

Neighborhood rep delegate- Lori Worley

Secretary – Claire Allard

Hospitality Chair – Susan Lam

Communications Chair- Kym Kettler- Paddock

School Delegate – Principle Barrie

School representative: Jane Chastant

Excused from the board:

President- Yasmin Wilkinson

Fundraising chair delegate - Karen Lackenby

Volunteer Chair- Ann Schade

Treasurer Delegate – Truda Esselmont

Fundraising chair- Katrina Abel

Hospitality Delegate – Charlene You

Activities Leader: Charlie Bingham

Parliamentarian and used uniforms chair: Liz Carroll

The quorum is met with approximately 20 members present. Meeting is opened at 08:38 am.

Agenda

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

- New Board
- Budget
- Summer Fayre
- Hospitality
- Open floor suggestions

New board

Kym presented the new 2024-2025 board. The chairs will be officially nominated in August, the volunteer chair is still to be filled.

Budget

Olga presented the budget. The income and spending proposed are at 70k.

The incomes include 22k of roll-over from this year.

The hospitality spending moved to 9.5k with the majority of the budget dedicated to Teachers & staff appreciation week. It also includes a small budget for information sessions and activities for parents.

The Programs spending is at 17.1k. It includes monthly coffees for parents.

The fundraising budget increased to 15.1k, it includes Quiz & Curry night and concessions.

The Neighbourhood Reps budget increased to 9.5k for general support to year groups and 10.4k for graduation. These budgets include a 2k for reps appreciation and a 4k allocation for deposits.

The PTO admin budget is proposed at 8.4k and includes reusable and sustainable items (PTO tablecloths, utensils). The insurance had been increased to \$700 this year to increase our coverage. The PTO admin budget includes FuturFunds fees so the amount raised for the neighborhoods isn't lowered by the platform fee.

There were no questions on the budget.

Lori moved to approve the budget, Lindsey seconded. All were in favor, no nay, the budget is approved.

Summer Fayre

Chanel presented the Summer Fayre. It will take place on Friday 31st of May after school. There will be more than 6 inflatables, 2 food vendors and loads of activities.

The wristbands are at \$20 early bird price and will increase to \$25 from May 29th. The games with prizes will require tickets, the wristbands give access to all the slides. The PE department will run other games: an obstacle course, a tug-of-war, an egg run.

We need volunteers to run the activities. A sign-up genius has been set-up.

A student volunteer sign-up will be shared in the coming days, they will need to be in year 8 and above.

Hospitality

Lindsey presented the amazing work done for Teacher and Staff Appreciation week. Teachers and staff had access to food and gifts (breakfast, cookies, lunch, snacks, ice-cream, give-aways...).

The feedback received in the survey was positive. The only thing that could be improved was the activities. The parents were really involved.

Open floor suggestions

The last neighborhood reps meeting will be May 29th and will have something special! Each year group will need neighborhood reps for the summer to welcome new families.

Martha presented the need of 2k to provide ice-cream to all the students for the end of the year. It will take place on the last day of school.

Eva motioned to approve, Olga seconded. Everyone was in favor, no nay, the motion passed.

The proposed calendar will be sent to the school today. The current calendar can be found on the PTO website and can be added to everyone's own calendar from the website.

The principal thanked everyone for the Teacher appreciation week from the school.

The meeting was adjourned at 9:28am.