

British International School of Houston Parent Teacher Organization

Board members meeting - Minutes

Date: August 30, 2024

Present:

President- Kym Kettler-Paddock

Communications Chair- Karen Lackenby

VP- Fundraising - Martha Quintero

Fundraising Delegate - Yasmin Wilkerson

VP- Neighborhood reps- Lindsey Glasco

VP- Programs – Chanel Warwick

VP-Programs Delegate - Sehrish (Sez) Bhatti

Program Chair Parent Activities - Charlie Bingham

Parliamentaria Neighborhood Rep Delegate - Claire Allard

Secretary – Lori Worley

Secretary Delegate - Sarah

Uniforms Chair - Eva Maria Cardenas

Uniforms - Cynthia Velasco

Volunteer Chair- Monica Peral-Ratliff

School representative: Jane Chastant

SY 23/24 Treasurer- Olga Takhtarova

Absent:

School Delegate – Principal Scrymgeour

Treasurer- Ann Schade

Hospitality Chair – Susan Lam

The quorum is met. Meeting opened @ 8:31am.

WELCOME

The objective of the meeting was to provide status of events and programs for SY24/25.

School representative: Jane Chastant:

Provided update on new design for Leaver Boards: Once a Bulldog, Always a Bulldog license plate with room for signatures.

Data Protection - there is a new parent checklist which includes data sharing requests

90% teacher retention

10% net student growth, approximately 1150 current enrollment

Board Approved Committee Chairs

Motion: Kym; Second: Lindsay

All approved

- a. Communication - KarenLackenby
- b. Fundraising - Martha quintero
- c. Hospitality - Susan Lam; Delegate Belen Vesquez
- d. International Day Chair - Kris Mrad
- e. Used Uniforms - Eva Maria Cardenas, Cynthia Velasco
- f. Volunteers - Monica Peral-Ratliff

Standing Committee Reports requested but not required at each meeting.

Kym requests that the current budget be presented each meeting.

Officer Reports

a. **VP Programs: Chanel Warwick**

Need an International Day Chairperson

International Day meeting Tues Sept 3 @ Conf room B

Need to plan & send surveys of needs regarding tables

Will work with Karen to send blast (regarding International Day) for next newsletter

Will work with Monica regarding volunteers

Sez: would like to hold Zumba classes for parents & students

b. **VP Neighborhood Reps: Lindsay Glasco**

Challenge is how to connect with new families when we no longer have access to parent information but we are working through the challenges.

c. **Secretary: Lori Worley**

Nothing to report

d. **Treasurer: Olga Takhtarova**

Books are not closed yet.

Still reconciling cash receipts.

Need an audit

Voted to change fiscal year: from July 1- June 30 to Aug 1 - July 31

Motion: Kym, Second Lindsay. Vote unanimous

Voted to present close-out budget report to next (second) Membership Meeting

Motion: Kym; Second Lindsay. Vote unanimous

ACTION ITEMS:

1. **Update status with IRS: Ann/Kym**

Need to re-register with the IRS as we expect to take in more than \$50,000.

Tax reform due November 15th: **Olga Takhtarova**

2. **Register with Northwest Agency: Ann/Kym**

We are receiving emails that our registration is nearly expired; we need to figure out what this is.

3. **Establish Financial Reconciliation committee: Ann/Kym**

4. **Bank Signatories need to be changed to: Kym/Ann/Truda/Lori**

5. **Bank cards: who will carry them?**

6. **Record cash sales - need to use SQUARE: Ann**

7. **Need another Square Terminal for Concessions: Ann**

8. **Sponsorships are currently not included in Budget sheet: Ann**

9. **Change Amazon account user from Truda**

e. **Parliamentarian: Yasmin Wilkinson**

ACTION ITEM:

1. Will have 2 forms that board members must sign at the next meeting, September 10.

f. **Used Uniforms: Eva Maria**

Will be getting collection box to avoid using “bags”

Need the school to identify lost and found items and keep them separate from used uniform donations.

Will host a volunteer training for those volunteering in the Uniform Store

Store hours Monday & Thursday am, as well as Thursday afternoon.

Will begin taking monthly inventory and providing on-line pre-order capabilities.

Teachers will no longer have access into the store when it is closed.

g. **Fundraising: Martha**

Will work with Chanel regarding events and concessions.

PTO Quiz Night: tickets went on sale 8/29.

Music, curtains, & menu are established

ACTION ITEM:

1. Created a formal sponsorship document - need School's approval: Chanel
2. Need agreement with school regarding sponsorship display: Chanel
3. Need more access badges for PTO Board members: Kym/Chanel
4. Need 2 trolleys - use PTO Amazon account: Chanel

h. **Volunteers: Monica**

Delegate is Ola Ikugbagbe

ACTION ITEM:

1. Get volunteer sign up in BISH app - ask school: Monica
2. Get pins/lanyards for volunteers to wear: Monica
3. Get volunteers for:
 - PTO Quiz Night
 - International Day
 - MS/HS Fall Formals

i. **Communications: Karen**

Must use school template colors & font, guidelines etc for all displays in school.

We now have a PowerPoint template to use

Board members and reps have access to Canva

ACTION ITEM:

Will provide training for Canva

Will provide entire slide pack for PTO use: Karen

Create uniform sign to post in Spirit Store: Karen

Newsletter: need information by Wednesday every week: Board Members

Other Business:

MS/HS Fall Formals 10/4 & 5: Board Voted: Kym motion/Chanel 2nd - PTO will provide drinks up to \$500. PTO will provide beverage bar, chaperone volunteers, help with set-up.

ACTION ITEM:

Kym will meet with Jane regard PTO commitment to Fall Formals.

It has been requested that the PTO have after-school hours occasionally for working parents.

We will be working on arranging the PTO room and acquiring a screen & projector as well as cork boards and dry erase boards.

Meeting is adjourned at 10:32am.