British International School of Houston Parent Teacher Organization

Board Members Meeting - Minutes

December 11, 2025

PRESENT:

President- Kym Kettler-Paddock
VP Neighborhood Parents – Bertrand Thierry
Treasurer – Ann Schade
Secretary – Thomas Herpin
Communications Chair - Karen Lackenby
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Uniforms Chair - Eva Maria Cardenas
Uniforms (D) – Cynthia Velasco
Volunteer Chair- Andrea Corredor
Winter Fayre Chair – Shelley Hargreaves
Parliamentarian – Stephanie Herpin

EXCUSED ABSENCE:

President (D) – Chanel Warwick
Treasurer – Ann Schade
VP- Programs - Sez Bhatti
Treasurer (D): Bianca Wilson
Secretary (D): Ije Bohni
VP Neighborhood Parents (D): Lindsey Glasco
VP Programs (D): Karen Perez
Program International Day Chair – Viktoria Denyer, Olga T
Hospitality – Susan Lam
Hospitality (D) – Belen Vasquez
Parents External Events – Melyssa Wiseman
School Rep – Jane Chastant
Volunteers (D) – Avni Karogal
Communications (D)- Claire Allard

The quorum is met. Meeting opened @ 8:43 am in conference room.

WELCOME

President: Kym Kettler-Paddock opened the meeting and welcomed all.

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion:.
2nd:
Vote:
Discussion: Outstanding actions. Script of the amendments: putting in receipts within 45 days, what to do with leftover funds of Y13. We should give folks some options and have default option if there's no agreement. Also following up on Google phone number. Will be done by January meeting so we can vote on it. We need to find our blue Vivo trolley/cart/wagon. It was probably somewhere in the school, absorbed into their fleet. Elections are coming up in May. In the January newsletter we should put out a feeler for candidates. We want them in early enough to get their input into budget.
ACTION ITEM: Use approximately $500 out of administrative fund to purchase shelves for the PTO office.

b. **Winter Fayre:** Shelley Hargreaves and Karen Lackenby
Motion:
2nd:
Vote:
Discussion: Tickets counted from the Fayre. More tickets were counted/purchased than 2024. Last we sold 9,476, this year it was 9,635. Fundraising (totes, yard signs, key chains, etc) was higher than last year. Discussion that the outdoor activities struggled with initial traffic. Obstacle course had over 1,100, pony rides had 398, petting zoo 221, mechanical bull approximately 390. Profits were high due to significant sponsorships. Preliminary numbers are $13k+ profit. Stephanie suggested NERF battleground for next year. Funtesty (dinos and mechanical bull), we need to request partial refund due to them showing up late and the dino batteries running out. Possibly request a credit towards next event. Cost was low, however. Looked like our volunteers worked well. We should have the school promote the service hours more. Potential purchase for next year: A-frames to promote the sponsors. School is now using A Frames for parking. Use excess funds from Fayre. But since these are not budgeted as a line item, let's put them on the next Agenda and ensure

appropriate bookkeeping. We should move Secret Santa to black box. It didn't really work in Hub.
ACTION ITEM: Put out a request for expenditures.

c. **International Day:** Stephanie Herpin
Motion:
2nd:
Vote:
Discussion: We have Chairs, Stephanie is one. At least Stephanie and Viktoria and Sez. We can reuse a lot of prior infrastructure (both digital and physical). Karen: Setup an international day email? Ann: Setup a rule within our Google accounts to auto forward. Karen. Our forms can do that.
Action Item: Setup meeting with Jane to start logistics for Int Day.

d. **VP Neighborhood Parents:** Bertrand Thierry
Motion:
2nd:
Vote:
Discussion: We've had one or two neighborhood meetings since our last PTO meeting. Yesterday, we held the annual party. Monthly meetings may not be working, we usually get around 10 people, usually the same people, several of which are PTO members. I have been asking them to send one rep per year group, but that isn't working. I think I'm going to hold smaller meetings with primary and secondary. Make them targeted so they don't feel like the meetings are not relevant to them. BISH app does not work for neighborhood parents. We are going to switch to WhatsApp.

e. **Secretary:** Thomas Herpin
Motion: Move to enter meeting 3.
2nd: Funmi.
Vote: Unanimous yeas (verbal).
Discussion:

f. **Treasurer:** Ann Schade
Motion:
2nd:
Vote:
Discussion: Winter Fayre close out. Auditor mentioned she hadn't heard from board (Kym). Four accountants are auditing last year's books. Bianca and I are confident 1-2 are excellent candidates for Treasurer next year, and we will try to

get them on board early so as to overlap to replace Bianca when she leaves midterm. Question about leftover money for last year Y13.
Action: Send auditors an update.

g. **Parliamentarian:** Stephanie Herpin
Motion:
2nd:
Vote:
Discussion: When we cite to standing rules, do we have a catalogue? Yes, should be there, I can only think of 2 (Kym). Amendments are not intended to be standing rules, they're intended to be amended into bylaws.
Action Item: Introduce amendments to be voted on in March.

h. **Used Uniforms:** Eva Cardenas
Motion:
2nd:
Vote:
Discussion: We are waiting on additional donations. We are good for volunteers on Mondays. Can we use a small amount of the budget to host a volunteer breakfast? Discussion of what line item the money could come from. Any objections to this (Kym)? None.
Action Item: Determine best line item for it, but money for an appreciation breakfast is approved.

i. **Fundraising:** Martha Quintero

Motion:
2nd:
Vote:
Discussion: Winter Fayre went well. We need to order more pizzas for next time. Pizza warmers worked well, but we ran out before 2pm (Funmi). Sold out fast. Square can easily show you the breakdown of items sold at concessions (Karen).

j. **Hospitality:**
Motion:
2nd:
Vote:
Discussion: Susan is arranging a meeting. There will be a welcome Coffee in January for new parents. What information is a priority for neighborhood reps?

k. **Volunteers:** Andrea Corredor
Motion:

2nd:
Vote:
Discussion: Completed signup genius. We did much better this year than last after review. It is difficult to find parent volunteers since they often want to spend time with their children. Volunteer WhatsApp group is working very well.

l. **Communications:** Karen Lackenby and Claire Allard
Motion:
2nd:
Vote:
Discussion: If you want something in the Newsletter, let me know. Kudos for all the hard work (Kym). Do we want to put out a request for Spring Fayre chair volunteers. Do we want to put out a survey to ask students what they'd like to see? Maybe family photo options. Kids will look disheveled (Karen). Maybe a tripod, use your own phone. Student volunteer to assist. Spirit Store is willing to carry PTO products, but we need to verify with Jane first (Ann).

Meeting closed at 10:03am.