British International School of Houston
Parent Teacher Organization

Board Members Meeting - Minutes

May 15, 2026

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

EXCUSED ABSENCE:
President (D) – Chanel Warwick
VP Programs- Sez
International Day - Viktoria Denyer
Parents External Events – Vacant
Uniforms (D) – Cynthia Velasco
Fundraising (D) – Funmi Akanni
Hospitality Chair – Susan Lam
School Rep – Jane Chastant

Meeting called to order at 8:44am

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion:. Ann moved to accept the budget (see below).
2nd: Eva and Martha
Vote: Unanimous Ayes, budget passed
Discussion: We are suspending the regular order of events to move immediately to in depth discussion of the budget. (Copies of the budget distributed.) Discussion of budget spreadsheet. What line items warrant increases, what can be reduced? Accounting for inflation. Year groups seem to have enough. What is the expectation of the year groups? 2 years ago we made a serious profit on concessions, surplus allowed flexibility. Need to

purchase all prepared food for events from BOMA, prices gone up. We should negotiate cost basis pricing with BOMA. (Ann) Look to fundraise outside the school body. Non-profit that puts the money back into the school. (Kym) Need to increase PTO branding. (Eva) Costs vary wildly based on year groups. (Kym) Estimating approximately $40k carryover. Make sure that even if we make no money, we can cover the three primary events we are expected to provide. International Day budget, let's bump back to 2k. Winter Fayre income includes sponsorships. We can expect $13k but should aim lower to be conservative. Should we increase expenses to $9k? Karen discussion of WF line items. Yes, increase expenses to $9k. Income to $10k. Summer Fayre: Income includes raffle basket. Raffle baskets should go to line item under "fundraising." Break these out for individual events. Income will now be limited to wristbands. $9,500 for expenses. Movies on the green taken out, End of year treats same thing. Movie night generally vetoed by the school. $750 staying in for Misc PTO events. Concessions, $5k income is based on good data. Question is expenses. Martha: increase expenses to $4k. PTO should have its own Sams account. Pins: taken out. Friday Night lights, taken out since school is taking lead. Keep it in as a line just to be safe. WF ornaments, expense good. WF Wonky bars, good. Quiz Night: We had a lot of donations which reduced our cost, DJ won't be free next year. Let's move to $4,500. Other fundraising: good. Hot chocolate: Significant carryover of mugs from last year. Move expense up to $700. Gingerbread: Breakeven is good. Second hand uniforms: up expenses to $450. Teacher appreciation: fine. Charlie donation: good. Teacher appreciation: good. Volunteer appreciation: good. VP neighborhood budget: (Bertrand) I don't have too much use of it. Decrease to $1k. Class donations: same. Insurance: actual cost. Fees: just need to account for it. Open up payment options for parent donations. Leave Fees in. Website: keeping same. Amazon: actual. Stationary: lower to $250. Perhaps rename. Misc.: Increase to $850. Registration exp: not much use, but some benefit and low cost. Keep at $125. Branded: keep. Disposable: taken out, those expenses in other line items. Signup: keep. PTO manager: same. Quickbooks: might be less. Will need to use both systems early on, but Finance will come off later.

Expenses now $90,915
Income now $88,280
Speakers: $1,500. Herpins to contribute $500.

Expenses: $91,915

Do we have the $3,700 rollover? Add in $1000 income for special fundraising. Do we believe we have the $2,600 extra rollover? Yes. Income now $91,915.

ACTION ITEM: Use approximately $500 out of administrative fund to purchase shelves for the PTO office.

Meeting closed at 10:00am