British International School of Houston
Parent Teacher Organization

Board Members Meeting - Minutes

September 25, 2026

PRESENT:

President- Lindsey Glasco
VP Programs – Shelley Hargreaves
VP Neighborhood Parents – Heidi Halders
VP Neighborhood Parents Elect (D): Stephanie Brown
Treasurer – Lisa Caradonna
Treasurer (D) – Ann Schade (acting)
Treasurer (D) – Amal El Taher
Secretary – Thomas Herpin
Secretary (D) – Ije Bohni
Communications Chair - Karen Lackenby
Communications (D)- Claire Allard
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Uniforms Chair - Eva Maria Cardenas
International Day - Viktoria Denyer
International Day (D) – Elena Clark
Parents External Events – Bessy Pricer
Hospitality Chair – Susan Lam
School Rep – Jane Chastant
Concessions - Marie Martinetti

EXCUSED ABSENCE:

Volunteers Chair- Andrea Corredor
Uniforms (D) – Monica Newman
School Rep – Jane Chastant
Volunteers (D) – Avni Karogal
Secretary (D) – Ije Bohni

Meeting called to order at 8:34 am. Introduction of Amal El Taher as Treasurer Delegate.

a. **President: Lindsey Glasco**
   Motion:. Lindsey mpved to approve additional insurance cost for property, under “other expenses.”

2nd: Claire
Vote: All "Ayes," one abstention. The motion passes.
Discussion: We now have the new speaker. Thank you to the Herpins for their partial sponsorship. I propose expanding our insurance coverage for $180/yr to cover the speaker as well as other matters such as property coverage. $10k limit with $250 deductible. Theft or loss not covered. Shelving in used uniforms would be covered, in the studio, pizza warmers, popcorn maker, candy floss. Expense reimbursement. Perhaps some confusion as to budget line item. Before you put it in, please put a message in the chat to confirm the line item.

b. **VP Neighborhood Parents:** Heidi
Motion:.
2nd:
Vote:
Discussion: We are off and running. Had our kickoff and going to have smaller meetings soon.

c. **VP Programs:** Shelley
Motion:.
2nd:
Vote:
Discussion: Had a request from the school. How do we deal with external vendors. They have to stay within eyeshot of a vendor. Not permitted to wander. Have to escort them. Internal vendors will use adult indoor restrooms. Outdoor vendors will use indoor restrooms that will be reserved exclusively for adults. School has a background check system. We need to be more active in monitoring. Claire: specific lanyard for vendors. Hot pink for board, neon green for vendors. When we communicate with vendors, need to explain school rules. Ask them for a scanned copy of their ID in advance, like we did for International Day. Discussion of if we are assuming liability. Ultimately no, just helping the school out. We will ask for volunteers to serve as vendor chaperones. Will send expectations in writing, then confirm verbally, day of. Update vendor form.

d. **Treasurer:** Lisa Caradonna
Motion:
2nd:
Vote:
Discussion: Will work with Karen to streamline forms. Perhaps need to change banks. Current bank manager is largely unresponsive. We also get charged 1% on every transaction, in or out. Will need to vote on it, but can do that in the chat.

e. **Secretary:** Thomas
Motion:.
2nd:

Vote:
Discussion: I will upload the very basic meeting notes from the membership meeting.

f. **Parliamentarian:** Stephanie
Motion:.
2nd:
Vote:
Discussion: No updates.

g. **International Day:** Viktoria
Motion:
2nd:
Vote:
Discussion: Spoken to many new parents. Got good response on people participating. I had a meeting with Jane on our vision, discuss more time for the kids. Waiting for school response. We will make it bigger and better. Parent meeting December 4, 8:30am.

h. **Used Uniforms:** Eva
Motion: Lisa moved to approve Magalie as the new Chair.
2nd: Heidi
Vote: Unanimous "ayes," the motion passes.
Discussion: Eva needs to step down due to personal commitments. Introduced Magalie Sikora as the proposed new chair.

i. **Fundraising:** Martha
Motion: Lisa moves to open an Amazon card account to provide 5% case back. Treasury will handle. Now instead of having a bank account/debit linked, it will be a credit card with cash back.
2nd: Shelley
Vote: Unanimous "ayes," the motion passes.
Discussion: Bingo night is good to go. We currently have 65 people, waiting on 2 more people to decide. We are setting up for it today. Will try to have fundraising push. Will create another chat. Need more passive fundraising. Kroger, Mable Label. Perhaps have one week where we hand out a flyer, talk to people, basic instructions. Occasional discussion in meetings is insufficient.

j. **Hospitality:** Susan Lam
Motion:
2nd:
Vote:
Discussion: Looking to finalize a delegate. Lindsey is helping me with seeing if school would support a family day Turkey Trot. What to do with remainder of Charlie's donated funds, around $400.

k. **Communications:** Karen Lackenby
Motion:

2nd:
Vote:
Discussion: We have a flyer for the raffle baskets. If you know of anyone willing to donate, please let us know. My gym is donating. Can donate via Zelle or off wishlist. Form/flyer for prospective donors. Still doing newsletter. If you have anything, I need by Wednesday. Will be working with Lisa and Clair on forms. On Monday we have Gringos TexMex spirit day. Go on Monday and we get a portion of proceeds. Parent Events: Balance Body Class, 10 spots per class. They will donate back 30%. $25 per class. An hour class and hour social. We need updated pictures, headshots for website. Next Friday.

l. **Concessions:** Marie Martinetti
Motion:
2nd:
Vote:
Discussion: We need to make a wish list for pizza bags and paper trays for pizza warmers.

Additional Discussion: We need a better meeting space than the BOMA. It is very difficult to hear each other. Lindsey will discuss with the school.

Meeting closed at 9:24am.