British International School of Houston Parent Teacher Organization

Board Members Meeting - Minutes

September 26, 2025

PRESENT:

President- Kym Kettler-Paddock
President (D) – Chanel Warwick
VP Neighborhood Parents – Bertrand Thierry
Treasurer - Ann Schade
Secretary – Thomas Herpin
Secretary (D) – Ije Bohni
School Rep – Jane Chastant
Communications Chair - Karen Lackenby
Communications (D)- Claire Allard
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Uniforms Chair - Eva Maria Cardenas
Uniforms (D) – Cynthia Velasco
Hospitality Chair – Susan Lam
Volunteer Chair- Andrea Corredor
Hospitality Chair - Susan Lam
Winter Fayre Chair – Shelley Hargreaves
Parents External Events – Melyssa Wiseman

EXCUSED ABSENCE:

VP- Programs - Sez Bhatti
Treasurer (D): Bianca Wilson
VP Neighborhood Parents (D): Lindsey Glasco
VP Programs (D): Karen Perez
Program International Day Chair – Viktoria Denyer, Olga T
Winter Fayre Chair – Shelley Hargreaves
Volunteers (D) – Avni Karogal
Hospitality (D) – Belen Vasquez

The quorum is met. Meeting opened @ 8:33 am.

WELCOME

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

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion:.
2nd:
Vote:
Discussion: We are getting shelves installed in the PTO office where we will be able to store concessions. We will have a small table to work on. We will have space in the dance room as well as outside, but we will need to clear out the cupboard. We need to use a label maker to keep better track of PTO items.
ACTION ITEM: Send out PTO Board Code of Conduct. Discuss action items with Secretary.

b. **School Rep:** Jane Chastant
Discussion: Fall Formal is proceeding, and we are currently considering themes such as Casino Night. We can hire a crew to work the tables. Ideas include doing prizes such as school hoodies. Explanation of similar external events at Club Westside and how popular it is. Possible idea for parents event also. New admin staff also includes Kari Perez, will be doing ASA's in the BOMA. Mr. Cottle handles vendors while Kari handles the admin part.
Motion:
2nd:
Vote:

c. **Communications/Fayre: Karen** Lackenby and Shelley Hargreaves
Motion:
2nd:
Vote:
Discussion: We sent an email out but only received one response so far. We have quotes on inflatables and petting zoo. Not having much luck identifying food trucks for savory foods. Possibility of tacos (Martha) but need to figure out the numbers there. We are going to work on making the BOMA more inviting, and will advertise the menu so everyone knows whats available. There will be options available for attendees with food restrictions. We've purchased garlands and mini hot chocolate mugs. Five tier pizza warmers are an option and can be reused at

different events and lend out to International Day. Expense is $295, a good value. We are looking at Hershey's chocolate and ring pops. Healthier options are sometimes not an option as they cannot guarantee being free of gluten and nuts. We sell chocolate bars at $5, so any options need to consider that pricing line to ensure some profit. I've made some example ornaments, key chains, and canvas printed bags as items to sell. Winter Fayre and Bingo Loco pages are up.

d. **Used Uniforms:** Eva Cardenas
Motion:
2nd:
Vote:
Discussion: Online sales continue to be a challenge with reconciling inventory. We are closing it again to verify existing inventory. We can afford to do this since we are now open more days. Labeling between different providers is also a challenge with reconciling differing sizes. We need to reiterate our no-refunds policy. Online store is primarily useful for teachers, but a possibility of special hours for them.

e. **VP Neighborhood Parents:** Bertrand Thierry
Motion:
2nd:
Vote:
Discussion: We held our first two neighborhood meetings, and unfortunately lost half the group on the second. Only one rep for Primary. I worked with Ann, Bianca, and Claire to create tools for neighborhood parents, such as shared folders to share info with each year group. Information is mostly related to finances. We've seen some challenges with Future Funds, in that parents can accidentally donate to the wrong year group. Fortunately, Future Funds can fix that, usually within 48 hours. We should also leverage the volunteer selections when parents register, as I don't believe we've previously used that. There's an untapped resource of willing volunteers. FF also has a messaging feature, but remember to add your email so people can respond. We are reminding parents on appropriate tone for solicitation of donations and ensuring confidentiality of those donations.

f. **Volunteers:** Andrea Corredor
Motion:
2nd:
Vote:

Discussion: Book Fayre was a big success. We were fully staffed with volunteers. I'm working with Martha to sell Bingo Loco tickets and with Betrand on FF.

g. **Secretary:** Thomas Herpin
Motion:
2nd:
Vote:
Discussion: Secretary delegate Ije has been a great help in ironing out the bumps along the way. We will post minutes in the Whatsapp chat one at a time, give board members an opportunity to suggest changes, then vote on adoption of minutes.

ACTION ITEM: Post meeting 1 minutes.

h. **Treasurer:** Ann Schade
Motion: Purchase two pizza warmers.
2nd: Thomas Herpin.
Vote: Unanimous verbal.
Discussion: Finances look good. We have 3-4 potential auditors with good experience. Reminder that Bianca is leaving in March, and so we may have a good opportunity here to recruit from the auditors. We can add a second delegate so as to bring someone on before the end of year to train.

i. **Fundraising:** Martha Quintero
Motion:
2nd:
Vote:
Discussion: Bingo Loco has not sold many tickets. We need at least 40 to break even otherwise we need to cancel, in which case we aren't trying again. This is really meant to be a parent mixer, so we want as many parents as we can.

j. **Parliamentarian:** Stephanie Herpin
Motion:
2nd:
Vote:
Discussion: No items for meeting.

k. **Parents External Events:** Melyssa Wiseman
Motion:
2nd:
Vote:
Discussion: Ideas for events include pilates, run club, Newberry Farms where we could get a group rate for the pumpkin patch. Ideas can be discussed in Whatsapp chat. A mix of family events, mom outings, date nights. We should plan a month in advance for anything on a weekend. Locations should be generally spread out based on prior feedback. We can use a survey tool to identify areas, prices, and dates. We can have sponsors and advertise them as "PTO sponsored activities."

Meeting adjourned at 09:58am.