British International School of Houston
Parent Teacher Organization

Board Members Meeting - Minutes

April 24, 2026

PRESENT:
President- Kym Kettler-Paddock
President (D) – Chanel Warwick
VP Neighborhood Parents – Bertrand Thierry
Secretary – Thomas Herpin
International Day - Viktoria Denyer
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

EXCUSED ABSENCE:
VP Programs- Sez
Treasurer - Ann Schade
Winter Fayre Chair – Shelley Hargreaves
Parents External Events – Vacant
School Rep – Jane Chastant

Meeting called to order at 8:45am

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion:.
2nd:
Vote:
Discussion: SF feedback, rough estimate of finances $6,400, $600 sponsorship (500 IJE, 100 Brainpower). Money from vendors. They exchanged roughly 1,100 tickets, wristbands 9k, raffle $964, majority donated to bulldogs. Suggested changes to how volunteers are staged. Need two floaters in front. Generator died, child injured on bull. Generators as deployed were insufficient. 2 inflatables had to be put on school power. Bull vendor staff not telling kids to lay flat until bull stopped moving. Bull otherwise

limited in function. Health inspector attended event. Unclear how she got on campus. She went around and charged all vendors who hadn't paid advance $50 a $150 charge on the spot. Question of public v. private event. Consideration of refunding vendors $100. Concessions did well. Jeremiah's was popular, legacy tacos. Music seemed to work well under Gazebo. Set of speakers and microphone could be a good investment, once music dept was done, they wanted to pack up all their stuff. Early years would prefer a 30 minute slot. They have their kids.
ACTION ITEM: Use approximately $500 out of administrative fund to purchase shelves for the PTO office.

b. **Hospitality:** Susan Lam
Motion:.
2nd:
Vote:
Discussion: Teacher appreciation on the calendar. Superheroes theme. Only signup asking for sweets/snacks from parents. Additional contributions, could use it for welcome back, other giveaways for teachers. Important to put any carryover funds as a line item to make sure it remains committed to the parents.

c. **VP Neighborhood Parents:** Bertrand
Motion:.
2nd:
Vote:
Discussion: Targeted meetings with neighborhood parents. It's working well, fruitful. As you know, I'm leaving, so I need someone to replace me. I have a potential replacement, she's never been a rep, but she's volunteered for everything. Kym: we have extended the deadline to put names forth for officer nominations. Putting flyers in the used uniforms store. School putting them in welcome pack. New parents should know who their rep is. Discussion of visibility of running year balances.

d. **Secretary:** Thomas
Motion:.
2nd:
Vote:
Discussion: Last meeting's minutes are up with poll for approval

e. **Parliamentarian:** Stephanie Herpin
Motion:.
2nd:
Vote:
Discussion:
ACTION ITEM: Will review the regulations involving the health inspector.

f. **Used Uniforms:** Eva Cardenas
Motion:
2nd:
Vote:
Discussion: Things are quieting down. We have not received much for donations of late. School will be donating unclaimed lost and found items. Exam period coming up, what is best practice during that time? Mr. Turner mentioned that they would use the corridor to have students line up. Could be between 8-8:30am, or 8:30-9am. During that period nobody but students will be allowed there. Discussion of alternative access routes. He will come back to confirm. We could try brief run of the online shop if necessary.

g. **Fundraising:** Martha Quintero and Funmi Akanni
Motion:
2nd:
Vote:
Discussion: All items for the raffles were donated. One person bought $100 worth in tickets. The raffle baskets were a hit! Good price, but in the future we should probably work to source items earlier.

h. **Hospitality:** Susan Lam
Motion:
2nd:
Vote:
Discussion: All matters previously covered.

i. **Volunteers:** Andrea Corredor
Motion:
2nd:
Vote:
Discussion: Book fair running this week. All signups completed, running smooth. Helping hospitality with teacher appreciation. No more volunteers needed for teacher appreciation.

j. **Treasurer:** Kym (on behalf of Ann)
Motion: Tom moved to reimburse vendors impacted by the Health Inspector $100, in the event we are unable to get a refund from the health authority.
2nd: Chanel and Funmi.
Vote: Unanimous ayes.
Discussion: Should we pursue purchasing a microphone and speaker? Yes, broad agreement. Prior investments have been a good idea, if budget remains positive, we should continue to invest in important items to reduce reliance on school. Air tags to put on key items. I will send out last year's budget. Won't have updates on expenditures, but

we need to put in as a separate line item everything we want to buy. We need to present the budget on May 19. Fayres have earned well, we rolled over more than expected. Look at increasing our support of classes. We should bump up our budgetary line items by 4-5% to account for inflation.
ACTION ITEM: Shelley will look into potential microphones and speakers.

k. **Communications:** Karen Lackenby and Claire Allard
Motion:
2nd:
Vote:
Discussion: Do we like the current structure of the Fayres? One comment, Int. Day and Spring Fayre too close together. Two separate groups coordinating Int Day and Spring Fayre. Discussion with prospective new chair/officer (Bessi) as to parents events commitment. Approx one per term. Discussion of different types of events. Movie night suggestion. Need to add the volunteer breakfast.

April 9 or 16 for next years spring fayre. Check with school .

Meeting closed at 10:04 am.