British International School of Houston
Parent Teacher Organization

Board Members Meeting - Minutes

June 5, 2026

PRESENT:
President- Kym Kettler-Paddock
President (D) – Chanel Warwick
VP Neighborhood Parents – Bertrand Thierry
Treasurer - Ann Schade
Secretary – Thomas Herpin
Communications Chair - Karen Lackenby
Communications (D)- Claire Allard
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Uniforms (D) – Cynthia Velasco
Volunteer Chair- Andrea Corredor
Winter Fayre Chair/Vice President Programs Elect – Shelley Hargreaves
Hospitality Chair – Susan Lam
President Elect – Lindsay Glasco
VP Neighborhood Parents Elect (D): Stephanie Brown

EXCUSED ABSENCE:
VP Neighborhood Parents Elect: Heidi Halders
Parliamentarian – Stephanie Herpin
VP Programs- Sez
International Day - Viktoria Denyer
Parents External Events – Vacant
Uniforms Chair - Eva Maria Cardenas
Fundraising (D) – Funmi Akanni
School Rep – Jane Chastant
Treasurer Elect – Lisa Cardonna

Meeting called to order at 8:46am.

a. **President: Kym Kettler-Paddock**
   Motion:.
   2nd:
   Vote:

Discussion: Welcome to new president, Lindsay Glasco. Other new officers include Shelley Hargreaves (VP Programs), Heidi Halders (VP Neighborhood Parents), and Lisa Cardonna (Treasurer). Early consideration for Winter Fayre participation. Committee chairs can be elected by the board before August, don't have to wait, and can do it remotely if needed. Calendars: Already discussed but need to agree on major events.

Orientation - August 12.

First PTO Coffee - August 14

PTO meetings - 4th Friday of every month

2nd Friday is PTO coffees.

September, November, March, May for membership meetings

Quiz/Bingo Loco - September 26

High School Formals Suggested October 2-3

November 12 Foyer decorating, November 16 Gingerbread Houses

International Day - Feb 5

Moving October 6 Winter Fayre kickoff into September 11 Monthly Coffee.

March 19 - Spring Fayre

PTO Team meeting should be day before (March 18)

Teacher appreciation May 3-7

Volunteer Breakfast: May 13

There has been a renewed interest in a Gala. Years prior we did it, it was well received and parents have been asking about it. Roughly 120 parents attended. Will parents be willing to pay for it? Kym suggested "Arc" off of I-10. (Shelley) Do some preliminary calculations, then float it past parents to see if there's interest at a per capita price point.

(Shelley) Health Dept. issue. I discussed with Paul. Ambiguous regulations. Unlikely to be a repeat incident. They were attempting to classify us as a Farmer's Market. We need to remember to advertise it as "Private, BISH families only." Please ensure vendors don't advertise. Do not want to give impression of. Reimbursement of Jeremiahs, Martha, Teavilla.

Trolleys and coolers in budget for next year, buy after July.

New accounts: We need to take copy of Membership Meeting Minutes to the bank with the first and last names of elected officers. All officers with card/account access need to go in person to bank branch at Westheimer and Mason.

b. **VP Neighborhood Parents:** Bertrand
Motion:.
2nd:
Vote:
Discussion: Had our last meeting with the neighborhood reps, told them to get their last expenses in. Future Fund will be ready in August. When parents donate, it should be suggested they donate to the PTO. Reps are organizing EOY parties and I suggested they could borrow items from PTO but don't think we have a log book. (Shelley) We do now. Will be kept in the office. Whoever signs it out (from the PTO) needs to ensure it's returned appropriately. Need updated flyers for contact information. Suggestion to add QR Code for volunteers WhatsApp chat.

c. **Secretary:** Thomas
Motion:.
2nd:
Vote:
Discussion: There will be a meeting minutes dump for last three meetings. Discussion of how minutes are approved.

d. **Treasurer:** Ann Schade
Motion:
2nd:
Vote:
Discussion: Other than recent fraudulent charges being addressed with the bank, things have been going very well. Most year parties are done, Y6 is tonight. Nobody is over budget so far. Will arrange with Lisa for handover. Will train auditors with new treasurer. Transferred over the bulk of the Paypal account. Once they reverse the fraudulent charges (Michael says they will within days). Carryover in Budget is $42k, so if we put $50k we are great. Y13 down to $200 but their event was incredible. $240k ran through our accounts. (Kym) In May we pay for certain expenses like QB and finance manager. If we drop QB, discussion of transferring data over to new system. We already have the data in excel.

e. **Used Uniforms:** Cynthia
Motion:
2nd:
Vote:

Discussion: (Kym) I know they're going to talk to the school about keeping the store closed over the summer. Sometimes an issue of new parent tours coming through and wanting to pick up some items. The school recruits students year-round. (Ann) Will probably stay available. Payment through SQUARE. (Shelley) Need very careful inventory.

f. **Fundraising:** Funmi Akanni
Motion:
2nd:
Vote:
Discussion: Jeremiah's Ice Night, we got proceeds from sales. Give away expiring drinks and snacks. We used most of the inventory, so really just drinks. Donate to facilities staff.

g. **Hospitality:** Susan Lam
Motion:
2nd:
Vote:
Discussion: Staff Appreciation did very well. We are unfortunately losing Belen. Will have a welcome event for new year. Donated funds for teachers will be used for a new school year event, likely August.

h. **Volunteers:** Andrea Corredor
Motion:
2nd:
Vote:
Discussion: Volunteer appreciation breakfast was a great success. A lot of people. 45 or so people. A lot of parents asking for how to get involved in PTO and events. We had pins for volunteers, although not enough, but I'll be bringing more, along with T Shirts. They'll be in the PTO office.

i. **Communications:** Karen Lackenby and Claire Allard
Motion:
2nd:
Vote:
Discussion: Still doing the newsletter. It's going well. If you have anything to put in for next week, please let me know. Will insert sponsors for the year. (Clare) If you need to transfer accounts on google or others, let me know and I can help bypass some of the annoying verification/authentication issues.

Meeting closed at 10:00am.