British International School of Houston
Parent Teacher Organization

Board Members Meeting - Minutes

August 28, 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)
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
Volunteers (D) – Avni Karogal
International Day - Viktoria Denyer
International Day (D) – Elena Clark
Parents External Events – Bessy Pricer
School Rep – Jane Chastant
Concessions - Marie Martinetti

EXCUSED ABSENCE:

Volunteers Chair- Andrea Corredor
Hospitality Chair – Susan Lam
Uniforms (D) – Monica Newman
Fundraising (D) – Maria Nass

Meeting called to order at 8:31 am. Hard copies of agenda distributed.

a. **President: Lindsey Glasco**
   Motion:. Tom moved to vote "aye" on all new committee chairs listed on Agenda.
   2nd: Lindsey
   Vote: Executive Board voted by raised hands. Passed, unanimous.

Discussion: Conflict of Interest Acknowledgement Form passed around and signed. Correction needed for Treasurer and access to accounts. June 5, 2026 PTO meeting notes incorrectly listed the Treasurer-Elect's (now Treasurer) last name as "**Cardonna."** Correct spelling is **"Caradonna."**

Mr. Scrymgeour spoke briefly, welcoming remarks and thanks to the PTO.

We have a Coffee event on September 11. Winter Fayre committee meeting September 17. New PTO Member meeting, September 16. Bingo Loco Parent Mixer: Will Bingo be a fundraiser, are we charging for tickets? Yes and yes. No DJ this year. Our prior DJ was a volunteer but has a scheduling conflict this year. If we hire a DJ, it will eliminate any profits. New theme, changed from "Loco" to "Movie Night" or something similarly cinema themed. General discussion on use of a play list instead, playing movie themes and soundtracks. We will have a speaker system. Need to confirm with Mr. Scrymgeour as MC. Purchasing PA/speaker that we've previously appropriated funds for.

Motion:. Lindsey moved to create a "Systems Administrator" role and nominated Claire for said role.
2nd: Tom
Vote: Verbal vote. All ayes, no nays. Motion passes.

b. **VP Neighborhood Parents:** Heidi
Motion:.
2nd:
Vote:
Discussion: Discussion of initial events. Successful so far. Continuing with Future Fund. Discussion of email address. Neighborhood parents were called "reps." We dropped that. Some email addresses still refer to "rep." We can change it, but there will be some efforts required on recipients, new logins.

c. **VP Programs:** Shelley
Motion:.
2nd:
Vote:
Discussion: Winter Fayre: Karen will do some image based slides for the coffee. Shelley will do a brief introduction, attempt to get engagement for volunteers. Committee meeting will be for anyone at all interested in being involved. New people involved will not be left on their own, will be supported.

d. **Treasurer:** Lisa Caradonna
Motion:
2nd:
Vote:
Discussion: Updating to Quickbooks. Ann: Budget closed on time, nobody overbudget, everybody carried over some funds. I will stay on as needed to help Lisa until we have a

formal Delegate. SQUARE: We never liked the way it worked. New method that only requires "device codes." One time setup, can assist with setup. Auditors, Karen will put it in the newsletter to solicit volunteers. Discussion of allowable uses of Future Fund. Ann: Looking for an alternate system to Future Funds. We could save perhaps $1,000. We want to get the word out on Future Funds, educate. Who (what role) can assist with getting the word out.

e. **Secretary:** Thomas
Motion:.
2nd:
Vote:
Discussion: No updates.

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

g. **International Day:** Viktoria
Motion:
2nd:
Vote:
Discussion: We will start putting country groups together, get them talking. Not any formal planning, just introductions. Updating forms. Will send forms in the newsletter. Ije mentioned feedback on country locations. Viktoria: Not yet there since still working with school on space for this year. "Contact person" for countries, NOT "leads." Will use prior year leads. If they don't want to be it this year, will have a form to nominate new. Will start setting meetings after Labor Day. Set a meeting with Jane, I would like those interested in participating to let me know so we can start a chat.

h. **Used Uniforms:** Eva
Motion:
2nd:
Vote:
Discussion: New volunteers, able to open M-F. Sales ongoing. Prices have remained stable for 3-4 years. Discussion of increase, possibly $1-$2. Keep prices relative to new. Example: used polo is $8, new is $28. Potential backlash. Need to account for fees. Discussion that if we have changes, should do it before a school year, or at least December. Will revisit.

i. **Communications:** Karen Lackenby
Motion:
2nd:

Vote:

Discussion: Winter Fayre and Bingo Night are up and running on the PTO website. Working with Viktoria on Int Day. Improvement of financial reimbursement forms. Programming for when you select/expense, you can select the specific event, makes it easier on Lisa. Do we have sponsors? WF: one new mom donate for Grotto ($500), Petting Zoo sponsor, Charlie plans on donating for Hot Chocolate, Eva has someone who has expressed interest. Ije interested. Still looking to do Raffle Baskets. We want to have them on display in advance of raffle sales. Coffee is Friday before the 2 weeks, so let's have those ready for presentation at the Coffee. Santa's letters, getting a group together. Karen will be unavailable during WF, so Shelley will need lots of help.

Meeting closed at 10:00am.