British International School of Houston Parent Teacher Organization

2024 Membership meeting #2: Minutes

Date: November 5, 2024

Present:
VP- Neighborhood Parents- Lindsey Glasco
VP-Fundraising- Martha Quintero
VP-Programs Delegate- Sez Bhatti
Program International Day Chair- Kris Mrad
Secretary- Lori Worley
Communications– Claire Allard
Communications Chair- Karen Lackenby
Used Uniforms chair- Eva Maria Cardenas

Excused:
President- Kym Kettler-Paddock
Treasurer - Ann Schade
Activities Leader- Charlie Bingham
Parliamentarian -Yasmin Wilkinson
Volunteer Chair- Monica Peral-Ratliff
VP Programs- Chanel Warwick

The quorum met with approximately 18 members present.
Meeting opened at 08:32 am.

The meeting was led by Lindsey Glasco.

Announcements

Book Fair is running all week. Parents can shop as well, specifically after 9:30 am, after the PTO Parent Coffee on Friday 11/8.

Financial audit findings will be presented at PTO Membership Meeting #3 in March.

Monthly PTO Coffee will be held this Friday, 11/8.

Question asked: What is the difference between PTO Membership Meetings and PTO coffees? *Membership meetings are official business meetings; PTO coffees are social events.*

Question asked: What do the Neighborhood Parents do? *This will be explained during Neighborhood Parents update.*

AGENDA

The agenda was presented via powerpoint.
**See PTO website for powerpoint*

Programs

International Day (Presented by Kris)

The event was wonderful! It was a huge success. Surveys will be sent out. We encourage suggestions and improvement ideas as well as reflections on what went well.

Gingerbread House Decoration Event

November 18 @ 3:30-5:00pm

Bring your own house to decorate
Will have 2 dozen premade gingerbread houses available for sale. PTO will have cellophane to wrap finished houses for display.
Karen will provide information about the event for Neighborhood parents to share in year groups.

Winter Fayre (Presented by Karen)

Slides:

November 23 @ 11:00-3:00 (Saturday)

There will be many activities
We need donations: small toys, unwanted gifts, holiday items, home decor, DYI, wrapping paper, gift bags, candy (no nuts) - drop off outside Boma from now until 11/22
Can drop off candy in PTO Drop Off Zone near reception
We have winter Fayre vendors
2 sponsors: British Bake Sho0op and Phoenicia Specialty Foods
PTO will be selling wonky Bars, Ornaments and Hot Chocolate in mugs

Neighborhood Parents (Presented by Lindsey)

Slides:
New Name!

The role of parent lead has been clarified. The purpose of this group is to share communication for each year group.
We are the party not the problem! Parent Lead encourages parents to communicate directly with school (via teachers, etc) if there is an issue/problem.
Guidelines and conflict resolution procedures are coming soon.

Treasurer (Absent)

No report

Used Uniforms (Presented by Eva)

Slides:
We now have an on-line store accessed via PTO website in BISH app
The online store shows available items. We will be categorizing the items by primary/ secondary clothing requirements
We now provide a tax receipt for donations
*Any donations to PTO (through Future Fund, etc) will receive a tax receipt.

Fundraising (Presented by Martha)

Slides:
We have passive fundraising opportunities and receive 20% of proceeds
We have provided QR codes for these passive fundraising opportunities: Kroger, Name Bubbles, Mabel's Labels

Hospitality (Absent)

PTO monthly coffees are sponsored by Hospitality
Staff Appreciation Week planning meeting coming soon

Volunteers (Absent)

Slides:
Thank you to the volunteers of International Day!
Book Fair is ongoing
Next - Gingerbread House Decorating Event and Winter Fayre
Join the Volunteer WhatsApp Group - ALL volunteer opportunities are posted in this group and shared in year groups via Neighborhood parents
We use signup genius for Winter Fayre
Students will get House points for volunteering

Communications (presented by Karen)

Slides:
Facebook PTO Group: Bishouston PTO
Please join
Current families only
Managed by PTO. Will post about events, activities, and volunteer opportunities
It helps to create community.
It is separate from the current Bish Parents FB group that is for selling items.
When joining, you must answer the questions.
Please message admin if you have trouble joining.

PTO Website is where we share information

Our ways of communicating are:
PTO Website - gives access to fundraising, FutureFund (where you contribute funds to year groups and where you have access to year group class directory), uniform store
School Newsletter
Year group chat
Screens throughout the school

Questions? none
The meeting was adjourned at 9:10am.