British International School of Houston
Parent Teacher Organization

Membership meeting - Minutes

Date: September 10, 2024

Present from the board:
President: Kym Kettler-Paddock
Treasurer: Ann Schade
VP- Programs: Chanel Warwick
VP- Programs Delegate: Sez Bhatti
International Day Chair: Kris Mrad
VP- Neighborhood reps:Lindsey Glasco
Secretary: Lori Worley
Secretary Delegate: Sarah Morris
Hospitality Delegate: Belen Vasquez
Communications Chair: Karen Lackenby
Used Uniforms Chair: Eva Maria Cardenas
Used Uniforms Delegate: Cynthia Velasco
Fundraising chair: Martha Quintero
Volunteers: Monica Peral-Ratliff
School Delegate – Principle Barrie Scrymgeour
School representative: Jane Chastant

Excused from the board:
Fundraising chair and Parliamentarian: Yasmin Wilkinson
Hospitality Chair: Susan Lam

The quorum is met with approximately 50+ members present. Meeting opened at 08:35 am.

Agenda

The meeting was led by the Kym, the agenda is as follow:

Officer Reports:

- **President:** Presented by Kym

  Presented PowerPoint to include:

  - Reviewed Governance Structure: Officers & Standing Committee Chairs
  - Two types of PTO meetings: Board members and Membership meetings
  - Actions & Notes:
    - Calendar requests (coffees , other uses of BOMA) go to Jo TUrner (jo.turner@houston.nae.school)
    - Change financial year for the PTO from July 1-June 30 to August 1-July 31 (needs Membership vote & IRA approval) Motion: Ky; 2nd Lyndsay APPROVED
    - Financial Reconciliation Committee - need 3 people. Board voted to present results at the November meeting
    - PTO Survey Results: 46 responses; 5 people made personal attacks vs PTO Board members - those responses were removed
      - Key themes: mixed comments on communication & cost and types of concession foods., price of tickets to PTO events, suggestions for new events. Survey results are posted on website.

- **VP Programs:** Presented by Chanel Warwick (VP),Kris Mrad (Chair-International Day), Charlie Bingham (Chair-Social Events), Sez Bhatti

  Presented PowerPoint to include:

  - Programs organizational chart
  - Identified upcoming events:
  - International Day Oct 25, 2024:Presented By Kris Mrad (Chair International Day):
    - Information session 9/13 @ 8:30 BOMA
    - 1st Country Ambassador meeting (1 of 2) 9/23 @ 8:30 BOMA
    - 2nd Country Ambassador meeting (2 of 2) 10/15 @ 8:30 BOMA
    - Andrea Corredor & Reena Sharma: support Coordinator & Cultural events chair
    - Still have openings for support coordinator
    - 3 ways to sign up via QR Code:
      - Need Volunteers to set up for event & share your culture
      - Need signup for students to carry flags
      - Sign up to perform - deadline 9/27
    - Spread the word: encourage other families to attend
    - International Day Surveys
      - Sent surveys via BISH September 6 Newsletter
  - External Events: presented by Charlie Bingham (Chair External Events)
    - Off Campus:

        - Escape Room event Jan-Mar 2025
        - Dancing Event Mar-June 205
        - Food Bank Drive Mar-June 2025
        - CPR training Jan-Mar 2025
            - One-day certification made available to interested parents (avg cost $70)
    - Gingerbread House Creations week of 11/10/24
    - Winter Fayer Decorations week of 11/3/24
        - First Committee meeting 10/8
    - Movies on the Green TBD
    - Summer Fayre 6/12/25

- **VP Neighborhood Rep:** Presented by Lindsey Glasco

    Presented PowerPoint to include:

    - Monthly Meetings - Last Monday of the month
        - September 25
        - October 30
        - November 20
        - December 11 - Holiday event
        - January 29
        - February 26
        - March 26
        - April 30
        - May 28
        - June 11 - End of year Celebration
    - Future Fund
        - Why you should register in FF:
            - Access Class Directory
            - Donate to your year group - class parties, exit points, end of year parties & gifts
            - Volunteer Selection
            - https://bishouston.futurefund.com/registrtion

- **Treasurer:** Presented by Ann Schade

    Presented PowerPoint to include:

    - Key Fundraising Events 2023/24
    - Key costs in 2023/24
    - Rollover to next year (excl. Neighborhood funds): $34,097
    - For detailed report from 2023/24 & the budget for 2024/25 go to www.bishoustonpto.com
    - PTO thanked the school for helping with some of the costs through the 2023/24 school year

- **Used Uniforms:** Presented by Eva Maria Cardenas

    - PTO Quiz Night September 21 @ 7-11pm
    - Passive fundraising:
        - Name bubbles
        - Mabel's Labels
        - Kroger
        - Tru Earth
        - Clothes recycling
    - Coming soon:
        - Concessions for events
        - Spirit nights
        - Sponsorship opportunities for PTO events
    - Thank you for support to all parents and new families in this new term
    - Great response from volunteers
    - We need Ties, formal shirts, blazers & PE uniform clothing
    - Will be offering more opening hours and new donation locations
        - Monday 8.05am
        - Wednesdays 8.05am
        - THursdays 8.05am
        - Thursdays 3pm
    - Questions? Email @ used_uniforms@bishoustonpto.com

- **Fundraising:** Presented by Martha Quintero

    - PTO Quiz Night September 21 @ 7-11pm
    - Passive fundraising:
        - Name bubbles
        - Mabel's Labels
        - Kroger
        - Tru Earth
        - Clothes recycling
    - Coming soon:
        - Concessions for events
        - Spirit nights
        - Sponsorship opportunities for PTO events

- **Hospitality:** Presented by Belen Vasquez (Hospitality Delegate)

    - New Family Welcome coffees
    - Parent Social Events

- Teacher/Staff Appreciation Week
- School Appreciation Days
  - School Custodians
  - School Bus drivers
  - School Lunch Hero Day

- **Volunteers:** Presented by Monica Peral-Ratliff

  - We need volunteers
  - We appreciate any time you can donate

- **Communications:** Presented by Karen Lackenby

  Presented by PowerPoint

  - Where we share information
    - Website: bishoustonpto.com
    - School Newsletter
    - Year group chat groups via Parent Reps
    - Screens around school
  - BIS Houston APP
    - Link to PTO website
    - FutureFund
    - Year group chat groups
  - PTO Events Calendar
    - Use the subscribe button to add the PTO events to your calendar
  - Branding & Templates
    - All parent Reps can have access to Canva via their PTO email- contact Kym or Karen
    - Canva is great for making images to highlight events etc. in chat groups
    - PTO Logo, coors and font are all under the “Brand” tab
    - We now have our own PTO PowerPoint template too

- **PTO Coffee September 13 @ 8.30am BOMA**

  - Bring your own coffee

- **Questions? Comments?**
  - None

Meeting ADJOURNED @ 9:28AM

Budget

Olga presented the budget. The income and spending proposed are at 70k.

The incomes include 22k of roll-over from this year.

The hospitality spending moved to 9.5k with the majority of the budget dedicated to Teachers & staff appreciation week. It also includes a small budget for information sessions and activities for parents.

The Programs spending is at 17.1k. It includes monthly coffees for parents.

The fundraising budget increased to 15.1k, it includes Quiz & Curry night and concessions.

The Neighbourhood Reps budget increased to 9.5k for general support to year groups and 10.4k for graduation. These budgets include a 2k for reps appreciation and a 4k allocation for deposits.

The PTO admin budget is proposed at 8.4k and includes reusable and sustainable items (PTO tablecloths, utensils). The insurance had been increased to $700 this year to increase our coverage. The PTO admin budget includes Future Funds fees so the amount raised for the neighborhoods isn't lowered by the platform fee.

Bank signatories for sy 24/25 to be transferred to: Ann,Kym, Truda, Lori

There were no questions on the budget.

Lori moved to approve the budget, Lindsey seconded. All were in favor, no nay, the budget is approved.

Summer Fayre

Chanel presented the Summer Fayre. It will take place on Friday 31st of May after school. There will be more than 6 inflatables, 2 food vendors and loads of activities.
The wristbands are at $20 early bird price and will increase to $25 from May 29th.
The games with prizes will require tickets, the wristbands give access to all the slides.
The PE department will run other games: an obstacle course, a tug-of-war, an egg run.

We need volunteers to run the activities. A sign-up genius has been set-up.

A student volunteer sign-up will be shared in the coming days, they will need to be in year 8 and above.

Hospitality

Lindsey presented the amazing work done for Teacher and Staff Appreciation week. Teachers and staff had access to food and gifts (breakfast, cookies, lunch, snacks, ice-cream, give-aways…).
The feedback received in the survey was positif. The only thing that could be improved was the activities. The parents were really involved.

Open floor suggestions

The last neighborhood reps meeting will be May 29th and will have something special!
Each year group will need neighborhood reps for the summer to welcome new families.

Martha presented the need of 2k to provide ice-cream to all the students for the end of the year. It will take place on the last day of school.

Eva motioned to approve, Olga seconded. Everyone was in favor, no nay, the motion passed.

The proposed calendar will be sent to the school today. The current calendar can be found on the PTO website and can be added to everyone's own calendar from the website.

The principal thanked everyone for the Teacher appreciation week from the school.

The meeting was adjourned at 9:28am.