British International School of Houston Parent Teacher Organization

March 11, 2025 Membership Meeting #3: Minutes

Present:
President- Kym Kettler-Paddock
Treasurer - Ann Schade
VP- Neighborhood Parents- Lindsey Glasco
VP-Fundraising- Martha Quintero
VP-Programs Delegate- Sez Bhatti
Parent Activities Leader- Charlie Bingham
Secretary- Lori Worley
Communications Chair- Karen Lackenby
Communications– Claire Allard
Hospitality- Susan Lam
Used Uniforms chair- Eva Maria Cardenas

Excused:
Parliamentarian -Yasmin Wilkinson
Volunteer Chair- Monica Peral-Ratliff

The quorum met with approximately 16 members present.
Meeting opened at 08:38 am.

Announcements and Initial Business: Kym

Big THANK YOU for those who helped with WF (Winter Fayre)

Regarding VP Program Chair:
The Board approved Sez Bhatti to be the new VP Programs Chairman
Motion by Kym: Nominate Sez to roll of VP Programs
2nd: Martha
Discussion: No
Vote: unanimous - Approved

Amendments needed to PTO BYLAWS:
1) Change Board election timeline from March to May membership meeting

Motion by Kym
2nd: Lindsey
Discussion: No
Vote: unanimous - Approved

2) Currently 1 delegate per Board member to change to having as many delegates as needed with a rank order for voting purposes in Standing Committees
Motion by Kym
2nd: Susan
Vote: unanimous- Approved

PTO Survey Feedback: some feedback was nasty. Going forward:
We will ignore personal attacks
Surveys will not be anonymous to cut down on abusive comments

PTO Board positions will be held at May Membership Meeting
Volunteers can be on committees and can volunteer to be delegates
SY 25/26 PTO Budget will be presented at May Membership Meeting
We will align the PTO calendar with the BISH calendar in June.
We need 2-3 volunteers to be on the nominating committee to gather and review names to be put forward for May PTO Boardmember elections . Let Kym know by 4/4 if you want to be on the nominating committee

AGENDA

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

Programs: Sez

WF Summary: Net Profit: $7,171
Positive feedback in survey
It was suggested that WF be held after Thanksgiving

SF (Summer Fayre): Will be held June 12 from 3:30-5:30pm (2nd to last day of school)
Rain or shine!
ALOHA Hawaiian theme
Sponsorship opportunities
We need lots of help in planning the event and volunteers for the event. We need:
Entertainment Coordinator
Concessions
Safety and first aid team
Use Sign-up Genius to volunteer
MS & HS students can volunteer
Parents and teachers can volunteer
Meetings will be posted - please come and join us to plan and help

External Parent Events: Charlie Bingham
Whiskey River Parents Night: Feb 28

60 people attended. It was great fun!

Escape Room: Last Parent event of the year
More information to follow

Neighborhood Parents: Lindsey

We need a new VP for Neighborhood Parents for next school year
Upcoming meetings: March 26; April 30; May 21; June 11 - End of year party
We post PTO information in the BISH newsletter
We are also sending out a weekly Parents newsletter on Monday of each week and ask that parent lead for each year group post the newsletter in your respective year group chat in the BISH APP
Current information is about PTO Teacher Appreciation event; PTO end of year event and SF

Treasurer: Ann

$70,000 current total balance
We have a large turnover of funds throughout the year
Budget and funds per year group are posted on PTO website
Any remaining funds at end of year are rolled over as classes progress to next year group
Sponsorships are available - we advertise at school, on the PTO website, and at the events.
Families can also make donations and we advertise their sponsorships
We performed a PTO Audit with 3 volunteers - THANK YOU!! THANK YOU OLGA FOR ALL YOUR WORK TO SET UP AND MANAGE THE PTO TREASURY SINCE IT INCEPTION!!!

- They reviewed and checked documentation, receipts, deposits and procedures
- To include appropriate disbursements, sales, taxes, etc
- Results: no clear policies for handling cash; some transactions were not recorded, cash was not banked in a timely manner
- We are working to rectify identified areas for improvement

Used Uniforms: Eva

We now have an on-line store accessed via PTO website in BISH app
Items are categorized 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.
Donations come in weekly
We need a drop box for donations
This school year in 2024 (ug-Dec) - total sales was $2,912.20

Fundraising: Martha

PTO Quiz Night: March 15

51 tickets sold
Our annual fundraisers are International Day; WF; PTO QUiz Night; SF and other activities throughout the year such as selling concessions at plays and sporting events
The PTO is a 501(c)(3) - donations are tax deductible
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: Lindsey (for Susan)

Volunteer Appreciation Celebration **Apr 23, 2025**
May 5-9 "ALL STARS SPORTS" Teacher and Staff Appreciation week
We need:

- snack donations for Friday May 9: parents can donate 20 individually wrapped snacks
- Neighborhood parents to help
- Recommend year group neighborhoods plan activities - do something special in the year groups
- Volunteer shifts are available

Volunteers: Kym

Monica resigned
Ndrea Corredor will take role of Volunteer CHair
We will need volunteers for Quiz Night, Staff Appreciation week, concession sales and SY

Communications: Karen

Communications publishes the PTO Newsletter, and submits information weekly to the BISH newsletter
We also maintain our Facebook PTO Group: Bishouston PTO: Please join. Current families only.
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

Regarding International Day - we would like to move it to February for 2026. Will see if school approves
Should we move Quiz Night to Fall? We will check with the school
Net PTO Coffee: Mar 14, 2025

The meeting was adjourned at 9:46am.