British International School of Houston
Parent Teacher Organization

Membership meeting - Minutes

Date: March 4th 2026 - minutes prepared by Claire Allard.

Presents from the board:
President – Kym Kettler-Paddock
President (D) – Chanel Warwick
Treasurer – Ann Schade
VP Neighborhood Parents – Bertrand Thierry
Treasurer – Ann Schade
Communications Chair - Karen Lackenby
Communications (D) - Claire Allard
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Hospitality – Susan Lam
Uniforms Chair - Eva Maria Cardenas
Volunteers (D) – Avni Karogal
Spring Fayre Chair – Shelley Hargreaves
Program International Day Chair – Viktoria Denyer

Excused from the board:
Secretary – Thomas Herpin
VP- Programs - Sez Bhatti
Treasurer (D): Bianca Wilson
Secretary (D): Ije Bohni
VP Neighborhood Parents (D): Lindsey Glasco
VP Programs (D): Karen Perez
Program International Day Chair – Olga T
Hospitality (D) – Belen Vasquez
Uniforms (D) – Cynthia Velasco
Volunteer Chair - Andrea Corredor
School Rep – Jane Chastant
Parliamentarian – Stephanie Herpin

The quorum is met with more than 25 members present. Meeting opened @ 8:35 am in the Boma.

Agenda

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

- Bylaws
- PTO Elections
- Programs
- Neighborhood Parents
- Treasurer Summary
- Used Uniforms
- Fundraising
- Hospitality
- Volunteers
- Communications

Bylaw changes

Kym Kettler-Paddock presented the following proposed amendments to the bylaws:

Article VIII Section 8

Any funds left in the Future Fund account for a Y13 group that has graduated shall be returned to the PTO General Account and shall be used towards school events at the discretion of the PTO. Leftover funds shall not be donated or returned to individuals or to other non-profit organizations.

Article VIII Section 9

All reimbursement requests must be submitted within 45 calendar days of the purchase date. Proper documentation and/or receipts must be provided. The PTO shall not be required to reimburse any expenditures submitted more than 45 calendar days after the purchase date in accordance with Article VIII Section 10.

Article VIII Section 10

No receipts will be reimbursed to any person if submitted after June 15th of any year. The PTO must close and reconcile its books by June 30th.

There was no remarks. Ann motioned the amendments, Avni seconded. All were in favor, the motion is passed.

PTO Elections

The elections will be held at the next Membership Meeting on May 19, 2026.

Kym reminded that five positions are up for election: President, VP Programs, VP Neighborhood Parents, Secretary and Treasurer. The actual president and Treasurer have reached their term limits and the VP Neighborhood Parents won't be at school next year.

The elections are run by a committee of 3 volunteers that cannot be candidates. A google form will be available in the coming week to register interest for all the positions including the committees chairs.

Even if the committees chairs are not officially nominated until the first board meeting of the new board (end of August), the goal is to have all the chairs filled by the end of the school year.

Programs

International Day

Victoria presented a review of International Day. The survey obtained 41 responses. The feedback was overly positive. People noted a clear improvement, the 2nd gym helped reduce the over-crowding and the communication was better.

The following opportunities for growth were mentioned: there is too little time allocated each year group, access is limited to performances (especially for students), the weather was too hot to be outside for the flag and the sound wasn't understandable, the electricity supply could be better, more trash bins are needed, and the signs should be bigger.

Overall, the feedback was extremely positive.

Winter Fayre

The Winter Fayre review was presented by Shelley and Karen. The feedback was very positive, the Fayre generated a net positive of around $8k without revenues from the concessions. Only the yard signs lost money ($90). Many sponsors supported this event.

Spring Fayre

The Spring Fayre introduction was presented by Shelley and Karen. This event replace the Summer Fayre as people found the weather too hot in May/June and the water slides were generating too much mud. It will take place on March 27th.

Attendees will be able to buy a $25 wristband that will provide unlimited access to all the inflatables and games. It will also include an entry to the "Giant Bulldog Plushie Raffle" and a visit to the Easter Bunny. Tickets will be sold for concessions and the raffle.

There will be Italian ice, tacos, coffee, tea and concessions for sale for food.

Vendors will be present, this is only open to students, parents and staff. The PTO will charge 10% of sales for a table, it will be free for non-profit organisations. If a table is wanted for promotion only, a sponsorship will be required on the website for $100 or more.

Sponsors are needed to finance this event, all donations are tax deductible. Donations are also needed for the raffle basket “Fun in the sun”. Monetary donations are accepted, the PTO can do the shopping for you.

Two competitions are organised:

- EY to primary students: Decorate an Easter/Spring basket
    - It will be judged at the Fayre.
    - 3 categories will have winners: most creative, most colorful and most original.
- Secondary students: Spring Photography
    - 3 categories: wildlife, landscape and macro/close up.
    - The competition will be judged by the art teachers.
    - Submissions will be accepted until March 20th at midnight.

The Fayre needs volunteers. Y7-13 students can volunteer and all hours will count towards the 25K school objective.

Neighborhood parents

Bertrand presented the role of the neighborhood parents and reminded how to contact them by email at bish20XX@bishoustonpto.com (XX being the graduation year) and reminded that the code to join each year group school app is Bulldogs20XX.

Everyone is always welcome to talk to their neighborhood parents and to make propositions. Bertrand also announced that he was leaving the school at the end of the year and needed a successor.

Treasury

Ann presented the balance of the PTO accounts as of 01/31/2026. The closing balance is $115k, the balance is high as the spendings for the Spring Fayre and graduations haven’t started yet. The adjusted budget shows a net income of $k41 but doesn’t include the spendings of the year groups which have a $k51 balance.

The year groups have a net balance of $k66 to spend, it includes $k30 for Y13 graduation.

The audit of the 2024/2025 accounts have been done. It is performed by 3 volunteers that usually have a background in accounting/finance. There was no significant findings, the following improvements were suggested:

- Cash handling - establish and document procedures
- Sales Tax - maintain clear documentation of calculation each quarter via Excel file
- Backup documentation
    - ensure saved to correct month
    - ensure values match (i.e. Amazon orders)
- Ensure deposit sources are properly documented (Paypal, Zelle, Cash, Square)
- Amazon pricing can shift between request and order execution, document actual

purchase amount for clarity
- Amend Audit notes to include explanations of processes and timing around Amazon accounts, PayPal, FutureFund and Square

These improvements will help clarify the process.

The Treasurer needs a delegate now as the previous delegate had to leave her position. And the Treasury position will also need to be filled next year.

A proposition was discussed to switch to quickbooks for accounting, this will need to be studied for costs and feasibility.

Used uniforms

Eva presented the used uniforms shop's new opening hours. The shop is open every morning and Thursday afternoon. She recommended checking the website for up to date hours as some closures are expected due to absences.

Volunteers are needed to cover Monday and Friday shifts.

Donations are always needed, secondary uniforms are especially needed.

Fundraising

Martha presented the fundraising opportunities. 2 ice nights were done at Jeremiah but unfortunately it was during the extreme cold weather event and the sales only generated $26.

She remininded the sponsorship levels and the passive fundraising opportunities (labels, Kroger and PTO merch).

The concessions team needs volunteers to grow.

Hospitality

Susan presented the program for Hospitality: welcome coffees for staff and parents and the Teachers Appreciation Week (May 4th - 8th).

The Teachers Appreciation Week planning is underway and they need volunteers for the week.

Volunteers

Avnir reminded that no events can take place without volunteers. The next events are the Spring Fayre and Teacher Appreciation Week.

She asked people interested to join the WhatsApp Group for Volunteers.

Communication

Karen showed the newsletter that is sent to Neighborhood parents every end of the week to be distributed on the Year Groups chats.

The newsletter is also on the website and is linked in the school newsletter. Other visuals are shown on the school screens.

Every parent can start a Parents led group, the list of the existing groups can be found at the end of the newsletter.

Closing

The next membership meeting will be held in May and will include the elections.

The meeting is closed at 9:30am.