GODWIN HIGH SCHOOL PTSO, INC.

2101 Pump Road · Henrico, Virginia 23238 · EIN 81-2870699

MINUTES - EXECUTIVE BOARD MEETING No. 4

Wednesday, November 11, 2026 · 6:00 PM · Godwin High School

Fourth board meeting of the fiscal year beginning July 1, 2026 · PTSO Meeting Plan 2026-2027

I. Call to Order and Quorum

The president called the meeting to order at 6:05 PM.

Name	Position	Present
Michelle Shuster	President	X
Kristin Jimison	First VP, Membership	X
Kevin Rosengren	Treasurer	X
Sarah Vizcaino	Secretary	X
Michelle Oden	Website Coordinator	X
Leigh Dunavant	Principal	X
Heather Dawson	Faculty Representative	
Chandler Dawson	Faculty Representative	X
Caroline York	Student Representative	X
Aaiza Rassiwala	Student Representative	

The presiding officer declared a quorum present.

II. Adoption of the Agenda

The agenda circulated with the notice of the meeting was adopted as the order of business.

III. Approval of Minutes

Moved by Sarah Vizcaino that the Minutes from the October 7, 2026 executive board meeting be approved.

Disposition: **ADOPTED — unanimously, no vote count recorded.**

IV. Reports of Officers and Committees

A. President's Report –

- Speed limit changes on Three Chopt and Pump Roads will go into effect in November.
- Look at starting an advocacy committee to work with local leaders and HCPS for building needs and new construction.
- Immediate need to fix fencing on visitors side of the football stadium. GAA will look at taking this on, but PTSO may be able to support as well.

B. Principal's Report –

- First quarter has ended
- Sports: last football game of the season; Field Hockey won the second round of the State Finals – will compete in Finals on Friday (11/13)
- Clubs and organizations are busy and underway for this school year
- German Exchange program was completed with a sculpture to commemorate
- Restricted Funds: 15 digital cameras were purchased and housed in library. School would like to buy more for each department

C. Treasurer's Report

Financial Statement (written report, with the Treasurer's Memorandum attached):

- October 30, 2026 is reconciled to the Truist statement without variance. Entries are recorded through November 4, 2026.
- No checks written this fiscal year are outstanding. Three deposits dated November 2 ($1,491.33) are included in this report but will be reflected in the November statement.

CURRENT YEAR · POSITION AT NOVEMBER 4, 2026	
Opening balance carried forward, July 1, 2026	$25,689.20
Plus: deposits recorded, July 1 to November 4 (44, net of processing fees)	$24,638.20
Less: withdrawals recorded, July 1 to November 4 (10)	($16,364.68)
Balance per books, November 4, 2026	**$33,962.72**
Of which donor-restricted (Anonymous Gift (2024))	$1,982.92
Of which unrestricted and available to the board	**$31,979.80**
Balance per Truist statement, October 30, 2026	$32,471.39
Plus: deposits in transit (3, dated November 2)	$1,491.33
Variance against the bank	**$0.00**

YEAR TO DATE AGAINST THE ADOPTED BUDGET · 5 OF 12 MONTHS (41.7%)	
Revenue year to date, gross of processing fees (57.2% of $44,500)	$25,460.80
Expense year to date (35.3% of $48,690)	$17,187.28
Change in net assets (full-year budget: ($4,190.00))	**$8,273.52**
Projected balance at June 30, 2027 if the year runs to budget (adopted: $21,499.20)	$21,433.58

- Restricted Gift reimbursement for cameras to be completed in the next weeks

D. Committee Reports · Current Operating Committees Report.

1. Membership Committee
   - A list of all teachers who have joined the PTSO will be sent to Principal Dunavant
   - PTSO Recap of Q1 – send information to Kristin to compile for section in Eagle Express
   - Fundraising and Membership Ideas:
     - Raffle for parking spots (graduation events, choral, band and theater events)

- Spirit Nights
- Electronic Messages on school sign
- Birthday Fairy – have staff bring popcorn to students

2. The Cave Committee
   - More sales at football games this year versus years prior
   - December 7th – "Getting to know Godwin" event – Cave will be open
   - We have spent budget for the year for merchandise – new mock neck sweatshirts were an expensive item
   - Holiday Season – offer sales online
   - Offer sales to deplete some stock
3. Hospitality Committee
   - Halloween Luncheon was a success 10/27
   - December 15 – Holiday luncheon

V. Unfinished Business

A. Document Storage: Sarah Vizcaino, Secretary, with Michelle Oden. Google Drive under the PTSO president account, MoneyMinder for financial documents only; target completion date.

- Student Representatives can help with organizing old files into an archive folder

B. Scholarship Process Update:

- Heather to provide prompts/essay ideas at next meeting
- Promote all scholarship opportunities to students – students find it hard to access all options
- Allow for students to submit supporting documents or files with applications
- Gather a list of all scholarships at Godwin – PTSO can fill in the gaps of areas with need

C. Restricted Gift Update:

- Digital cameras (15) were purchased for the school and were very well received.

VI. New Business – TABLED UNTIL NOVEMBER MEETING DUE TO TIME

A. Membership

- Look into an email server (Constant Contact) to be able to email all PTSO members
- Need to add an opt in/out when joining PTSO

B. CAVE EXPENSE BUDGET AMENDMENT · Treasurer

- **MOTION** - recommend to the general membership an increase of $3,000 to the Cave expense line, from $11,000 to $14,000, with no change to Cave income. Detail at the Treasurer's Memorandum, Section IV.
- Disposition: **ADOPTED — unanimously, on voice vote by the Board and will be put to the December General Membership Agenda in December.**

VII. Announcements

A. Memberships from 2025-26 expire October 31, 2026. The roll is reconciled after that date.

VIII. Next Meeting and Adjournment

A. Next board meeting · Board Meeting No. 5, Scheduled virtually for January 11, 2026, 6:00pm , Godwin High School.

B. Next General Membership Meeting No. 3, December 8th, 2026, 6:15 pm , Godwin High School.

C. Meeting was adjourned at 7:33PM

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TREASURER'S MEMORANDUM

Treasurer's Report to Executive Board Meeting No. 4

To:	Executive Board, Godwin High School PTSO, Inc.
From:	Kevin Rosengren, Treasurer
Date:	November 6, 2026
Re:	• Form 990-N filed • Teacher appreciation lunch: donations and reimbursements • Cave expense budget amendment
Action:	Motion requested: recommend a $3,000 increase to the Cave expense line (Section IV). Other items for information.

I. Purpose

This memorandum accompanies the Treasurer's Report at agenda item IV.C. It reports updates since the October meeting and asks the board for one action: a motion to recommend a $3,000 increase to the Cave expense line, which will then go to the general membership in December.

II. Federal filing

A. Form 990-N filed

The Form 990-N (e-Postcard) for the fiscal year ended June 30, 2026 was filed with the IRS on November 6, 2026, ahead of the November 16 due date reported in the October memorandum.

III. Teacher appreciation lunch

Item	Detail
Donations	Over $1,600 received, in transit through the Venmo to our Truist account and will appear in the next report as Hospitality and Appreciation income (FY2027 budget: $4,000).
Reimbursements	Requests were made through the new MoneyMinder request process. They will appear in the next report as Hospitality and Appreciation expense (FY2027 budget: $7,000).
Net effect	Donations covered all of the lunch expenses, so the event adds no net draw on general funds. Neither of which are in the November 4 report attached.

The request process built for hospitality reimbursements was used for the lunch and has now been expanded to cover check requests from Godwin. Requests are entered in MoneyMinder and routed to the President for approval, then to the Treasurer for payment, as described in the October memorandum.

IV. Cave expense budget amendment

A. Why the line needs to move

The Cave expense line stands at $10,465.60 against $11,000, with $534.40 remaining. Invoices to restock inventory were paid to K2 this week are not in the November 4 figures and will exceed the budget. The purchase was part of a presale, so the risk that Cave sales do not cover it is low. The increase includes headroom for one further restock later this year if needed. No increase to the $23,000 Cave income target is anticipated at this time. Cave income is $16,070.80 (69.9% of target) with 41.7% of the year elapsed.

B. Effect on the adopted budget

Item	Adopted	As amended	Change
Cave expense	$11,000	$14,000	+$3,000
Total budgeted expense	**$48,690**	**$51,690**	**+$3,000**
Budgeted operating result (headings A to D)	$2,746	($254)	($3,000)
Budgeted net for the year	**($4,190)**	**($7,190)**	**($3,000)**
Projected balance at June 30, 2027 if on budget	$21,499.20	$18,499.20	($3,000.00)
Same, with the three current small overruns ($65.62)	$21,433.58	$18,433.58	($3,000.00)

C. Approval path

A change of more than $300 to the adopted budget requires general membership approval (Art. 8, Sec. 2a v). The board's vote recommends the amendment; the membership adopts it at the December general membership meeting, with the amendment text in the notice (5 days, Art. 10, Sec. 1).

> **PROPOSED MOTION**
>
> Moved, that the Executive Board approve and recommend to the general membership an amendment to the adopted budget for the fiscal year ending June 30, 2027, increasing the Cave expense line by $3,000, from $11,000 to $14,000, with no change to the budgeted Cave income of $23,000, and that the amendment be placed on the agenda of the December general membership meeting.

V. Open work items

A. 2025-2026 Form 990

Complete. Filed as Form 990-N on November 6, 2026 (Section II).

B. Previous years' financial reports

Carried forward from the October memorandum.

Kevin Rosengren, Treasurer
Godwin High School PTSO, Inc.
November 6, 2026