GODWIN HIGH SCHOOL PTSO, INC.

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

MINUTES - EXECUTIVE BOARD MEETING No. 3

Wednesday, October 7, 2026 · 5:45 PM · Godwin High School

Third 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 5:46 PM.

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

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 August 28, 2026 executive board meeting be approved.

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

IV. Reports of Officers and Committees

A. President's Report – Introduction and thank you to volunteers.

- Community Partner Need: Looking for someone to head up Community Partners – outreach to local businesses to partner for spirit nights, donations and fundraising.
- New Ideas: Grant-A-Wish for teachers to apply for grants towards their instruction.; Amazon Wish Lists per teacher/department – Board could coordinate and send out to Godwin Families

B. Principal's Report - Approaching the end of the first 9 weeks. Homecoming was a success, staff have seen increased adherence to school rules by students. PSAT testing takes place next week. Board will look at revamping the dance permission slips.

C. Treasurer's Report

Financial Statement (Treasurer absent; written report, with the Treasurer's Memorandum at p. 5):

- September 30, 2026 is reconciled to the Truist statement without variance.
- One check (#1330, $118.00) was outstanding at month end.

CURRENT YEAR · POSITION AT SEPTEMBER 30, 2026	
Opening balance carried forward, July 1, 2026	$25,689.20
Plus: deposits recorded, July 1 to September 30 (31, net of processing fees)	$17,666.70
Less: withdrawals recorded, July 1 to September 30 (9)	($13,865.95)
Balance per books, September 30, 2026	**$29,489.95**
Of which donor-restricted (Anonymous Gift, 2024)	$1,982.92
Of which unrestricted and available to the board	**$27,507.03**
Balance per Truist statement, September 30, 2026	$29,607.95
Less: outstanding check #1330	($118.00)
Variance against the bank	**$0.00**

YEAR TO DATE AGAINST THE ADOPTED BUDGET · 3 OF 12 MONTHS (25.0%)	
Revenue year to date, gross of processing fees (41.1% of $44,500)	$18,281.45
Expense year to date (29.7% of $48,690)	$14,480.70
Change in net assets (full-year budget: ($4,190.00))	**$3,800.75**
Projected balance at June 30, 2027 if the year runs to budget (adopted: $21,499.20)	$21,433.58

- School currently has $1,982 left of a restricted gift. This money must go to benefit the school as a whole and students.
- Previously, Board voted to replace some cafeteria seating, however, money has already been budgeted through the county for this.
- **MOTION – Should remaining funds of the restricted gift to purchase digital cameras for use in classrooms (housed in the library).**
  - Moved by Michelle Shuster that the remaining funds be allocated toward digital cameras and if any funds remain, put toward library furniture.
  - Disposition: **ADOPTED — unanimously, no vote count recorded.**

D. Committee Reports · Current Operating Committees Report.

1. Membership Committee
   - We have seen an uptick in membership. Current membership income is $8,700, more than double the membership last year.
   - Goal of $15,000 in membership funds.
   - All teachers are required to join PTA, Principal Dunavant will reach out to staff.
2. The Cave Committee
   - Spirit wear is healthy, had an increase of sales during Homecoming.
3. Hospitality Committee
   - Event planned for 10/27
   - Committee has a calendar for the year of events

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

B. Conflict of interest statements and Volunteer forms: confirmation of a signed statement / submitted from each board member.

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

PART A · THE BOARD AND ITS COMMITTEES · PRESIDENT

- Working session: Scope, chair, and membership of the Communications and Community Partners committees.

PART B · SCHOLARSHIPS · PRESIDENT AND TREASURER

- Working session: Discuss, document current scholarship process and identifies changes. FY2027 budget carries $9,000.

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. 4, Tentatively Scheduled for November 11, 2026, 6:00pm , Godwin High School.

B. Meeting was adjourned at 6:33PM.

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TREASURER'S MEMORANDUM

Treasurer's Report to Executive Board Meeting No. 3

To:	Executive Board, Godwin High School PTSO, Inc.
From:	Kevin Rosengren, Treasurer
Date:	October 3, 2026
Re:	• Federal and state standing • Financial review findings implemented
Action:	For information. No action requested.

I. Purpose

Unfortunately, I will be in Denver for work and unable to attend this week's Board Meeting. This memorandum is submitted in lieu of my report in person and for recording into the minutes.

II. Tax-exempt status and state standing

A. Federal 501(c)(3) status is reinstated

The IRS has granted the organization's application for reinstatement. The effective date is the date of revocation, so there is no gap in exempt status and contributions made at any point are deductible.

Item	Detail
Determination letter	IRS Letter 947, dated August 6, 2026
Effective date of exemption	November 15, 2025 (retroactive to revocation)
Classification	Public charity, Section 509(a)(2)
IRS Publication 78	Listed, deductibility code PC

Some third-party databases have not yet updated and still show the revoked status. When a donor, vendor, or grantor asks for proof of exemption, provide the determination letter, which is on file.

B. Next filing deadline

Form 990-series return for the fiscal year ended June 30, 2026, due November 16, 2026 (November 15 falls on a Sunday).

III. Financial review findings implemented

The following controls, recommended in the financial review form last year, are now in place:

Control	Status
Monthly reconciliation	The Truist operating account is reconciled in MoneyMinder every month, with Square and WooPayments deposits recorded gross of processing fees.
MoneyMinder check request workflow	Check request will be entered through MoneyMinder and routed to the President for approval, then to the Treasurer for payment. The first workflow has been built and will be used following the October hospitality event. https://tinyurl.com/ke9bcknp If no issues are found, a more generic check request workflow will be created.
PTSO Venmo account (@PTSO-Godwin)	A Godwin PTSO Venmo account which routes funds directly into the Truist account has been established. Payments and collections no longer need to run through personal accounts. This removes the commingling risk called out in the Financial Review and streamlines collections for specific events.
Dual signatures on checks	Two signatures on checks are required by Bylaws Art. 6, Sec. 4d. We have re-implemented this process and is now part of the ongoing operating procedures.

IV. Open Work Items

A. 2025-2026 Form 990

B. Previous Year's Financial reports

Kevin Rosengren, Treasurer
Godwin High School PTSO, Inc.
October 3, 2026