

Houston Hawks Wrestling Booster Club Meeting Minutes

Date: August 5, 2026

Time: 12:00

Location: Remote

Board or Voting Members Present:

- Brooks Sutter (President, Head Coach), Shannel Stemmons (Vice President and Treasurer), Amanda Major (Secretary), Cassandra Erdmann (Assistant Coach)

Board or Voting Members Absent:

- None

Guests:

- Brian Craig, Hollie Craig

Quorum is present.

Meeting called to order remotely by electronic communication at 12:00pm.

1. Welcome and Opening Remarks

- The meeting was called to order via text.
- Purpose of meeting was to take up new business.

2. Approval of Previous Minutes

- No previous meetings were held.

3. Treasurer's Report

- Current balance: \$0
- Expense Report:
 - \$50 on August 4th, 2026, for Alaska Incorporation Filing Fee
 - \$100 on August 4th, 2026, for Alaska State Business License
- Discussion on upcoming expenses and fundraising activities.
 - \$275 for Tax Exempt Non-Profit Application Fee
 - \$40 for Alaska Non-Profit Registration Fee

4. Committee Reports

- No Committee's yet formed

5. Old Business

- Discussion on previously raised issues:
 - The Incorporation filing was successfully submitted and approved. The HHWBC Entity ID# is 10375483. The first Biennial Report has been filed. This incorporation is perpetual.
 - A license to conduct business in Alaska under "Houston Hawks Wrestling Booster Club, Inc" was acquired, License #2239995. This license expires 12/31/2027 and is renewable in Q4 2027.
 - The HHWBC Federal EIN Number was approved. EIN: 42-4260721

6. New Business

- Motion 2026-001:

"I move that the Board adopt Resolution No. 2026-001, thereby adopting the Bylaws of Houston Hawks Wrestling Booster Club, Inc. as presented, to serve as the governing rules of the Corporation effective immediately."

- Discussion on Motion 2026-001: None
- Decision: Affirmed.
- Motion 2026-002:

"I move that the Board adopt Resolution No. 2026-002 authorizing the application for federal tax-exempt status, completion of Alaska non-profit registrations, establishment of the Clubs' banking and payment processing accounts, including checking and savings, check for each account and debit cards for the Board, application for a Post Office Box, payment of required fees to do so and designation of Hollie Craig as Registered Agent and Authorized Representative to complete these actions."

- Discussion on Motion 2026-001: None
- Decision: Affirmed.

7. Announcements

- August 7th is the Club's first opportunity to run concessions for the HH Football team. This will be a small venue this week as it is just a scrimmage.
 - Volunteers: Joseph Mabry, Amanda Major, Ashley and Nick Carter, the Mitchell Family
- The Booster Club needs to schedule a full Board Meeting and Board Election. Date was proposed for August 20, 2026 at 6:00pm.

8. Open Floor

- Attendees were given the opportunity to raise any additional concerns or questions.

9. Next Meeting

- The next meeting will be held on August 20th, 2026 at 6:00, Houston High School Gym.

10. Adjournment

- Meeting adjourned at 12:12pm

Respectfully submitted,
Amanda Major
Houston Hawks Wrestling Booster Club Secretary

Approved by:
Brooks Sutter
Houston Hawks Wrestling Booster Club President

Date:

Draft Language for future reports

Committee Reports

- Membership Committee:
 - [Name of Committee Chair] reported on current membership numbers ([number] new, [number] total members).
 - Encouragement for all to recruit new members.
- Sponsorship Committee:
 - [Name of Committee Chair] reported on current sponsorship numbers ([number] new, [number] total members).
 - New sponsors include [Name of Sponsors].
 - Encouragement for all to recruit new sponsors.
- Spirit Wear Committee:
 - [Name of Committee Chair] discussed recent sales efforts and results.
 - Volunteer sign-ups for events were discussed.
- Fundraising Committee:
 - [Name of Committee Chair] reported on recent fundraising efforts.
 - Upcoming fundraisers discussed, including [Event/Activity].
 - Volunteers needed for [Event/Activity].
- Event Planning Committee:
 - [Name of Committee Chair] discussed upcoming events, including [Event 1] and [Event 2].
 - Volunteer sign-ups for events were discussed.
- Other Committees (if applicable):
 - [Name of Committee Chair] reported on [Committee Activities].