

Houston Hawks Wrestling Booster Club Meeting Minutes

Date: August 20, 2026

Time: 6:00pm

Location: Houston High School Flex Room

Board or Voting Members Present:

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

Board or Voting Members Absent:

- None

Members:

Quorum is present.

Meeting called to order at 6:03 pm by Hollie Craig, acting Board Chair.

1. Welcome and Opening Remarks

- The meeting was called to order
- Purpose of meeting was to address old business, take up new business, and establish interested parties for full Board service and Committee Service.

2. Approval of Previous Minutes

- Approval of August 6, 2026 Minutes: PASSED

3. Treasurer's Report

- Current balance: \$0
- Expense Report:
 - \$275 for Tax Exempt Non-Profit Application Fee on August 17, 2026
 - \$40 for Alaska Non-Profit Registration Fee on August 17, 2026
- Discussion on upcoming expenses and fundraising activities.
 - The Concessions Team raised \$223 during the scrimmage. The profits will be split between the HH Football Team and the HH Wrestling Team account 50/50 after groceries are repaid to the school.

4. Committee Reports

- Concessions Team: First scrimmage went pretty well. Testimony was given by Brian Craig in regards to the proposed split of proceeds from concession sales between the school, football team and wrestling team. There appears to be a discrepancy of the split between the school, and the two teams. The issue was placed in the "Parking lot" to discuss/renege on a future date and to memorialize the finalized agreement in writing.
 - Casey created a Google Docs Form to sign up for future Concessions work.

- Event Team: Houston Altercation is scheduled for October 16-17th, 2026. We are co-creating this event in 2026 with Ms. Spencer to learn the ropes so we can fully run it next year.
 - Any volunteer for the Altercation needs to complete a MSBSD Volunteer Form.
 - Booster Club Responsibilities to date for 2026 Altercation
 - Stocking Concession Stand
 - Acquiring Floor Tape for cords/wires
 - Recruiting OPA Medic Sponsor
 - Provide Salad/Drinks for Coach's Dinner
 - Food for Hospitality Room (menu forthcoming)
 - T-Shirt/Hoody Design
 - Team Trophies
 - Admission/Coaches/Volunteer Wrist Bands
 - 3-4 Middle School Wrestlers to help on tables

5. Coach's Reports

Brooks: Thankful for all in attendance and the work done so far. Big plans on the horizon for the High School and Middle School teams.

Casey: Gratitude for all the work done and for everyone showing up. Excited for the upcoming season.

6. Old or Unfinished Business

- Discussion on previously raised issues:
 - The application for tax exempt status for a 501(c)(3) was submitted for approval August 17, 2026.
 - Registration of the charitable organization was filed with the State of Alaska on August 17, 2026.
 - The Board needs to elect full Board Members (President, Treasurer, and Secretary) to complete setup of the Booster Club bank accounts.
 - Creation of a PO Box was also approved but yet to be established.

7. New Business

- **Motion 2026-003:**

"I move that the Board adopt Resolution No. 2026-003, thereby adopting necessary financial, Membership and Operational policies of Houston Hawks Wrestling Booster Club, Inc. as presented, to serve in accordance with the governing rules of the Corporation effective immediately."

- Discussion on Motion 2026-003, Policy 001 (Financial), Policy 002 (Membership & Voting), Policy 003 (Conflict of Interest): NONE.
- Decision: PASSED.
- For Discussion:

“I motion to recruit five individuals to serve on the Booster Club Board of Directors. The positions required having filled are President, Treasurer and Secretary. The positions of Vice-President and Ways & Means Coordinator would present a “complete” Board.”
- Discussion: Open contemplation of positions occurred. Chair gave a brief description of the roles and responsibilities of each position. Five volunteers stepped forward to fulfill the Board and a membership vote was cast.
- Position and Vote:
 - President: Hollie Craig, Unopposed, PASSED.
 - Vice-President: Shannel Stemmons, Unopposed, PASSED.
 - Treasurer: Deb Mitchell, Unopposed, PASSED.
 - Secretary: Amanda Major, Unopposed, PASSED.
 - Ways & Means Coordinator: Brian Craig, Unopposed, PASSED.

8. Announcements

- August 29th at 2:00pm is the Club’s first full blown Football game to run concessions for the HH Football team.
 - Volunteers: Joseph Mabry, Amanda Major, Ashley and Nick Carter, the Mitchell Family

9. Open Floor

- Attendees were given the opportunity to raise any additional concerns or questions.
- Brian Craig gave a brief on fundraising efforts to date. The Club will acquire and distribute Gold Cards by mid-September in hopes of raising approximately \$9,000 for warmup gear. A Raise-365 Campaign will also be established to kick start the Booster Clubs efforts.

10. Next Meeting

- An Executive Session will be held to onboard new Board Members. Scheduling is forthcoming.
- The next meeting will be held on September 3rd at 6:00pm, Houston High School Flex Room/Gym.

11. Adjournment

- Meeting adjourned at 7:27 pm.

Respectfully submitted,

Amanda Major
Houston Hawks Wrestling Booster Club Secretary

Approved by:

A handwritten signature in black ink, appearing to read "Hollie Craig". The signature is written in a cursive, flowing style with a large initial "H" and "C".

Hollie Craig
Houston Hawks Wrestling Booster Club President

Date: 8/21

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.
- Concessions Committees (if applicable):
 - [Name of Committee Chair] reported on [Committee Activities].