**Southwest Athletic Booster Club**

**Meeting Agenda**

**EXAMPLE**

1. Announcements and Celebrations
2. Secretary Report (Elaine)
   1. Prior Month Main Booster Minutes Review/Approval (email)
3. Treasurers Report (Ericka)
   1. Financial Report Review/Approval
   2. Reminders
4. AD Report (Coach Christman)
   1. Monthly report
   2. Departmental needs/requests
5. Committees (Stephanie)
   1. Scholarship Committee
   2. Golf Tournament
   3. Capital Committee
   4. Reverse Raffle 2023
6. Old Business (Sherry)
   1. Year-end reports due for ALL SPORTS
   2. Opportunities/Needs
7. New Business (Sherry)
   1. Open floor for Team booster requests/communications/information sharing
8. Summary of key takeaways & communications from this meeting
9. Date and Time of Next Meeting
10. Adjournment