**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