**Reminders**

* Inventory & Supply Orders: FB 12/14
* ABQ Metro Championship Basketball Forms: 12/14
* FB Helmet Reconditioning: Pick-up 12/14 – 12/17
* NMAA Winter Sports Info (MaxPreps): 12/15
* Eligibility Declaration: 1/13 @ 8:00am
* **EVENT MANAGEMENT PAPERWORK:** Julie Sanchez
* **Guests & Presentations**
* **NMAA Information**
* State Basketball Tournament Comp Pass List
* **Sports Medicine/Athletic Training**
* Athletic Trainer Supply Order Deadline: February 2
* **District & Department Information**
* Head Coach Feedback: Process & Timeline
  + Collect
  + Screen
  + Report
* Closed Week Guidelines
  + Games & Events
  + Practices
* APS Beverage Contract Compliance
  + Purchase & Vending
  + Equipment Use Restrictions
* **Coordinator Reports**
* Albuquerque Metro Championships: Basketball - ED
  + Tournament Information
  + Tickets (wristbands) & Gate Receipts Reports
  + Scorebooks & Game Balls
* Winter Break Travel – RG
  + Checkout of Purchase Card
  + Bus Confirmations
  + Hotel Rooming Lists
* Swim Meet Hosts – RW
  + Information & Entries
  + Day of Responsibilities

* **Professional Development: Info & Ideas**
* HSAD Meeting Agendas & Meeting Notes
  + Purpose, Objective & Timeline
  + Assignment of Recorder
  + Responsibilities & Expectations
* **New Business for Next Time – TUESDAY, JANUARY 5 @ 8:30am**