**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**