**Reminders**

* AT Supply Order – DEADLINE 2/1
* Cheer Supply/Uniform Order – DEADLINE 2/1
* Dance Supply/Uniform Order – DEADLINE 2/1
* NMAA Scholarship Applications: 2/1
* **EVENT MANAGEMENT PAPERWORK:** Julie Sanchez
* **Guests & Presentations**
* **NMAA Information**
* **Sports Medicine/Athletic Training**
* SportsWare Information (45-day directive)
  + Improvement in basic information entry
  + MUST identify school-specific information
  + Consistent concussion protocol entry
  + Enter referrals to physician/outcomes
* **District & Department Information**
* Election Day (2/2) Impacts
  + Delivery & Set-up
  + Restricted access to voting area
* AD Meeting Summary Notes
  + Strategy: personal notes first, summary afterwards
  + Specific ONLY to agenda content; “see agenda” an appropriate notation
  + Extended conversations/questions from group not reflected
  + Preferably ONE page (10 font) on template provided
  + Timeline: 48 hours, reviewed/edited/posted by Friday
* Schedule Preferences
  + School AD/Dept. Staff conversation
  + Inclusive of ALL sports
  + Prior to February 1st
* **Coordinator Reports**
* Basketball Officials: Arbiter Confirmation – RG
  + Games listed: levels, times, etc.
  + Official(s) assigned/accepted
  + No-show official(s): action plan
* **Professional Development: Info & Ideas**
* Head Coach Feedback: Fall Sports
* **New Business for Next Time – TUESDAY, FEBRUARY 2 @ 8:30am**