

**ASB Athletic Meeting Minutes**

Name of Team: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_ (full name)

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

The following **PURCHASE REQUESTIONS** were approved (list below, continue on back):

Check Payable To:	Supply/Service	Amount	Reason	Quote Attached

Motion by: \_\_\_\_\_ (full name) Second by: \_\_\_\_\_ (full name)

Vote Count: Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following **Fundraisers** were approved:

Fundraiser	Price per unit	Date (1 <sup>st</sup> choice)	Date (2 <sup>nd</sup> choice)	Reason for fundraiser

Motion by: \_\_\_\_\_ (full name) Second by: \_\_\_\_\_ (full name)

Vote Count: Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business:

New Business:

Submitted by:

\_\_\_\_\_ Club Secretary \_\_\_\_\_ Team Coach

Meeting Attendees (list below or attach separate listing):