

**Basketball England Committee Meeting Template**

**Club Name –**

**Meeting Location -**

**Date & Time –**

**Agenda:**

* Welcome
* Attendance & apologises
* Review of previous minutes
* Agenda (Standard items to include: Financial Report, Membership numbers, Coaches and Officials, Accidents and incidents, Junior Basketball and Club Operation Report

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| **Item** | **Discussion Items** | **Actioned By** | **Competed By** |
| 1 | Agenda Item Example  Club operations report  - Term 2 comp, eight teams with some new players from Monday night  - Six players at Tuesday morning last week when Lynne left.  Committee accepted the Club Operations report  Moved: Keith Seconded: Lynne Accepted by: All |  |  |
| 2 | Agenda Item |  |  |
| 3 | Agenda Item |  |  |
| 4 | Agenda Item |  |  |

* Date of next meeting
* Any other business (AOB)