A red circle with white text and two lions

Description automatically generated

**BASKETBALL ENGLAND COMMITTEE**

**MEETING MINUTES TEMPLATE**

**CLUB NAME –**

**MEETING LOCATION -**

**DATE & TIME –**

**AGENDA:**

* Welcome:
* Attendance & apologises:
* Review of previous minutes:

Approved by:

Seconded by:

* Agenda (Standard items to include: Financial Report, Membership numbers, Coaches and Officials, Accidents and incidents, Junior Basketball, Grants and Funding, Facility Update and Club Operations Report

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DISCUSSION ITEMS** | **STATUS AND ACTIONS** |
| 1 | Agenda Item:  E.g.: 2025 Membership Options, Club T shirt order, Awards Night Update |  |
| 2 | Agenda Item |  |
| 3 | Agenda Item |  |
| 4 | Agenda Item |  |
| 5 | Agenda Item |  |
| 6 | Agenda Item |  |

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