

## Chapter Meeting Minutes

1. Name of Oxford House Chapter:		2. Date of Meeting:	
3. Purpose of Meeting <input type="checkbox"/> Regular Business <input type="checkbox"/> Special Meeting		4. Meeting Number:	5. Meeting Start Time
6. Chapter Houses list]	<input type="checkbox"/> Present <input type="checkbox"/> Absent		<input type="checkbox"/> Present <input type="checkbox"/> Absent
1.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	2.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
3.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	4.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
5.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	6.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
7.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	8.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
9.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	10.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
11.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	12.	<input type="checkbox"/> Present <input type="checkbox"/> Absent
13.	<input type="checkbox"/> Present <input type="checkbox"/> Absent	14.	<input type="checkbox"/> Present <input type="checkbox"/> Absent

**7. Secretary's Report: Minutes of last meeting read and the following action was taken:**

- Approved as read
- Changed as follows:

**8. Treasurer's Report:**

[a] Beginning Checking Account Balance: \_\_\_\_\_  
 [b] Money collected from houses at meeting: \_\_\_\_\_  
 Total Cash On Hand [add a + b] \_\_\_\_\_

Houses sending \$50 a month to World Services to help expand Oxford Houses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Comptroller's Report:** List of Houses that owe the chapter money including amount owed and check box if house is repaying loan as agreed upon.

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

List of houses in the chapter still owing OHI [or a state] start-up loan money and whether or not the house is repaying loan as agreed upon.

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

House: \_\_\_\_\_ Amount owed: \_\_\_\_\_

**10. Date and Place for Next Chapter Meeting:**

\_\_\_\_\_

11. Are all houses in the chapter checking into the website [www.oxfordhouse.org](http://www.oxfordhouse.org) each week?  Yes  No

List any houses NOT checking into website each week and submit to OHI Chapter Report Center. Follow the process described in item 13 on the other side of this form.

\_\_\_\_\_

\_\_\_\_\_

