

Oxford House Meeting Minutes

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|---|--|---|------------------------------|
| 1. Name of Oxford House: | | 2. Date of This Meeting | |
| 3. Purpose of Meeting <input type="checkbox"/> Regular Business <input type="checkbox"/> Vote in New Members <input type="checkbox"/> Expulsion | | 4. Meeting No. | 5. Meeting Start Time |
| 6. Members (list) <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 1. | 2. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 3. | 4. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 5. | 6. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 7. | 8. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 9. | 10. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 11. | 12. | | |
| <input type="checkbox"/> Present <input type="checkbox"/> Absent | <input type="checkbox"/> Present <input type="checkbox"/> Absent | | |
| 13. | 14. | | |
| 7. Secretary's Report: Minutes of last meeting read and the following action was taken: | | | |
| <input type="checkbox"/> Approved as read <input type="checkbox"/> Changed as Follows: | | | |
| 8. Treasurer's Report: | | 9. Comptroller's Report: List of Members by amount owed to house. Note amount due by name and action taken by the house in extending credit. | |
| BEGINNING BALANCE | \$ _____ | | |
| INCOME | \$ _____ | | |
| SUBTOTAL | \$ _____ | | |
| EXPENSES | \$ _____ | | |
| ENDING BALANCE | \$ _____ | | |
| SEE TREASURER'S BOOK FOR UPCOMING HOUSE BILLS | | | |

Oxford House World Services, 1010 Wayne Avenue, Suite 400, Silver Spring, MD 20910

Telephone (301) 587-2916 • Facsimile (301) 589-0302

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|---|---|
| Attach Weekly Financial Report | |
| <p>10. Coordinator's Report The Coordinator discusses the condition of the House and any problems that exist in getting clean-up details organized and completed. House safety, such as fire extinguishers, testing smoke detectors and checking that exits are not blocked is the Coordinator's responsibility and should be discussed at every meeting. Chore assignments not completed are considered by full house and fines for failure to complete a chore may be voted.</p> | |
| <p>11. Old Business: (List item and action taken)</p> | |
| <p>12. New Business</p> | |
| <p>13. Obtain the new address and telephone number for any resident who has moved out of the house on good terms. If your house is part of a Chapter provide the information to the Chapter at the next Chapter meeting so that the Chapter can forward the information to Oxford House World Services. If not part of a Chapter, the house should send the names and addresses of successful graduates to Oxford House World Services once a month. Tradition Nine encourages us to keep our family especially when we move out of an Oxford House clean and sober.</p> | |
| <p>14. Time Meeting Adjourned:</p> | <p>15. Signature of Secretary</p> <p>_____</p> |
| <p>16. Remember when you have a vacancy hold a special meeting to consider anyone applying for membership in the house. Recovery requires a prompt response.</p> | <p>17. Date:</p> <p>_____</p> |

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