

Oxford Houses of Virginia Chapter Meeting Minutes

Chapter Number: _____	Meeting Date and Time: _____	Meeting Location: _____
-----------------------	------------------------------	-------------------------

House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____
House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____
House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____
House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	House Name: _____ Member's Name: _____ <input type="checkbox"/> President <input type="checkbox"/> Other Approved by House to vote? [Y/N]____ # of House Members Present: _____	Guests: _____ _____ _____ _____ _____

Oxford Houses of Virginia Chapter Meeting Minutes

Secretary's Report: Read the Minutes from the prior Chapter Meeting and record the action taken.

- Approved as read/distributed.
- Approved with the following changes:

Treasurer's Report: The Treasurer collects House checks for dues, fines, etc. The Chapter Treasurer presents the Treasurer's Report for the prior completed month. Record the following items and the following action is taken. Attach copy of the Treasurer's Report to the Minutes.

Beginning Balance: _____

Funds Received: _____

Funds Paid Out: _____

Ending Balance: _____

- Approved as read/distributed
- Approved with following changes:

Chapter Bills Due:

Was a copy of the Treasurer's Report provided to each House? [Y/N]: _____

Was a Chapter Audit Performed? [Y/N] _____ When? _____

Discussion of past due Chapter Dues, Revolving Loans, Fines, etc. List any actions taken.

Oxford Houses of Virginia Chapter Meeting Minutes

Officer Reports:

Chairperson's Report: Attach written copy if submitted.

Vice-Chairperson's Report: Attach written copy if submitted.

Housing Service Committee Chairperson's Report: Attach written copy if submitted.

Other Reports: Attach written copy if submitted.

Oxford Houses of Virginia Chapter Meeting Minutes

House Reports: Houses present Monthly House Financial Summary Report (submit to Chapter Treasurer w/ copy of bank statement) and Monthly House Report (submit to Chapter Housing Service Committee Chairperson)

HOUSE NAMES							
MONTHLY HOUSE FINANCIAL SUMMARY REPORT INFO							
Beginning Balance							
Amount Received							
Amount Paid Out							
Ending Balance							
Was Copy of Bank Stmt. Submitted? [Y/N]							
MONTHLY HOUSE REPORT INFO							
Day and Time of Business Meeting							
Number of Members Owing EES							
Total EES Owed to House							
Current Number of Members							
Current Number of Vacancies							
Amount of Rent Owed to Landlord per Month							
Amount of Rent Paid for Current Month							
Are All Fin. Obligations Paid In Full? [Y/N]							
Total Outstanding Financial Obligations							
Were World Svcs. Dues Paid Last Month? [Y/N]							
Was Revolving Loan Paid Last Month [Y/N]							
Was Website Visited/ Updated Weekly? [Y/N]							
Was House Email Checked Weekly? [Y/N]							
Was House Voicemail Checked Daily? [Y/N]							

Oxford Houses of Virginia Chapter Meeting Minutes

House Reports (Continued):

HOUSE NAMES							
MONTHLY HOUSE FINANCIAL SUMMARY REPORT INFO							
Beginning Balance							
Amount Received							
Amount Paid Out							
Ending Balance							
Was Copy of Bank Stmt. Submitted? [Y/N]							
MONTHLY HOUSE REPORT INFO							
Day and Time of Business Meeting							
Number of Members Owning EES							
Total EES Owed to House							
Current Number of Members							
Current Number of Vacancies							
Amount of Rent Owed to Landlord per Month							
Amount of Rent Paid for Current Month							
Are All Fin. Obligations Paid In Full? [Y/N]							
Total Outstanding Financial Obligations							
Were World Svcs. Dues Paid Last Month? [Y/N]							
Was Revolving Loan Paid Last Month [Y/N]							
Was Website Visited/ Updated Weekly? [Y/N]							
Was House Email Checked Weekly? [Y/N]							
Was House Voicemail Checked Daily? [Y/N]							

Oxford Houses of Virginia Chapter Meeting Minutes

List Any **House Issues** Discussed At This Meeting:

Old Business: Any Business Addressed That Was Discussed/Unfinished From A Previous Meeting:

Oxford Houses of Virginia Chapter Meeting Minutes

New Business:

Time Meeting Adjourned:

Signature of Secretary:

Date:

Date, Time and Location of Next Meeting: