

# Oxford House Meeting Minutes

<b>1. Name of Oxford House:</b>	<b>2. Date of This Meeting:</b>		
<b>3. Purpose of Meeting</b> <input type="checkbox"/> Regular Business <input type="checkbox"/> Vote in New Members <input type="checkbox"/> Expulsion	<b>4. Meeting Number</b>	<b>5. Tradition Read</b>	<b>6. Meeting Start Time</b>
<b>7. Members (list)</b>			
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		

**8. Secretary's Report:** Minutes of last meeting read and the following actions were taken and give verification that the website data including *vacancies* has been *updated* during the week. Call 1-800-689-6411 if you lost your house password.

Approved as read

Changed as follows:

Did Secretary log on to website, [www.oxfordhouse.org](http://www.oxfordhouse.org), to keep house data and vacancies up-to-date?

Did Secretary check the house email account?

Did President check house voice mail daily?

**9. Housing Service Committee Representative Report:**

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<p><b>10. Treasurer's Report:</b></p> <p>Beginning Balance      \$ _____</p> <p>Total Received        \$ _____</p> <p>Total Paid Out         \$ _____</p> <p>Ending Balance         \$ _____</p>	<p>BILLS TO BE PAID (Future bills due within 30 days)</p>
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**11. Comptroller's Report:**

Name	Previous Balance		Amount Paid	Receipts	Fines	Other	Ending Balance

List motions made to take action with respect to a member who is behind and motions made to allocate funds necessary to pay the bills.

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**12. Chore Coordinator's Report:** Discuss chores done the previous week, give new chore assignments, discuss house supplies needed, and discuss repairs needing to be brought to the landlord's attention.

**13. Old Business:** 1st order is to discuss any existing contracts, behavioral or probationary. List business that was discussed but unfinished from previous meetings.

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## 14. New Business:

15. 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 you have an alumni card, send it with the person's name and new address to Oxford House World Services so they can send a certificate of appreciation. Tradition Nine encourages us to keep in touch with our Oxford House family when we move out of an Oxford House clean and sober.

16. Time Meeting Adjourned:

17. Date:

18. Signature of Secretary:

19. Remember when you have a vacancy hold a special meeting as soon as possible to consider anyone applying for membership to the house. Recovery requires a quick response and a vacant bed generates no revenue!

ACT RIGHT AWAY