

# Oxford House Meeting Minutes

<b>1. Name of Oxford House:</b>		<b>2. Date of Meeting:</b>		
<b>3. Purpose of Meeting</b> <input type="checkbox"/> Regular Business <input type="checkbox"/> Interview <input type="checkbox"/> Expulsion and/or Emergency		<b>4. Meeting #</b>	<b>5. Start Time</b>	<b>6. Tradition and 3 Rules Read</b>
<b>7. Members</b>				
1.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	7.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
2.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	8.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
3.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	9.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
4.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	10.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
5.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	11.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
6.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	12.	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Excused	
Guests:				
<p><b>8. Secretary Report:</b> Minutes of last meeting read, and the following actions were taken and give verification that the website data including <i>vacancies</i> has been <i>updated</i> during the week. If the password is lost or forgotten go to <a href="http://www.oxfordvacancies.com">www.oxfordvacancies.com</a>: click on, "Reset Password" enter the house phone number, and click on, "Call Me". The automated system will call the house phone number to help reset the password.</p> <p><input type="checkbox"/> Approved as read - vote count:  <input type="checkbox"/> Approved as corrected – vote count:          Additions/corrections:</p>				
<p>Did the Secretary respond to the text message and confirm house information for <a href="http://oxfordvacancies.com">oxfordvacancies.com</a>? - YES/NO          Did the Secretary check the house email account daily and respond accordingly? - YES/NO          Did the President check the house voicemail daily and respond accordingly? - YES/NO</p>				

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

House Visit Scheduled for Oxford House (Name): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Next HSC Monthly Meeting scheduled for: \_\_\_\_\_  
 HSC Monthly Meeting - Any important Information to share with the house?

**10. Treasurer Report:**

Beginning Balance	\$
Total Received	\$
Total Paid Out	\$
Ending Balance	\$

**Bills approved to be paid at this meeting:**

Payee: \_\_\_\_\_ Amt: \_\_\_\_\_  
 Payee: \_\_\_\_\_ Amt: \_\_\_\_\_  
 Payee: \_\_\_\_\_ Amt: \_\_\_\_\_  
 Payee: \_\_\_\_\_ Amt: \_\_\_\_\_  
 Payee: \_\_\_\_\_ Amt: \_\_\_\_\_

Scheduled House Financial Audit (day/time): \_\_\_\_\_  
 Date of last Checkbook Reconciliation: \_\_\_\_\_  
 Motion to accept Treasurer Report - vote count: \_\_\_\_\_

**Bills to be Paid (All bills due within the next month):**

Chapter Dues:  
 Oxford House, Inc. Central Office Contribution: \$50.00 - 15<sup>th</sup> of Every Month (EFT)  
 Oxford House, Inc. Revolving Loan: \$170.00 - 20<sup>th</sup> of Every Month (EFT)  
 Bank Fee:  
 Utilities or Other Bills to be Paid:

**11. Comptroller Report:**

Name	Previous Balance	Weekly EES	Amount Paid	Receipts	Fines	Other	Ending Balance
<b>TOTALS</b>							

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**12. Coordinator Report:** Discuss chores done the previous week, give new chore assignments, discuss house supplies needed, and discuss maintenance requiring house or landlord attention.

Did Coordinator complete House Safety Checklist for the month? (Yes/No)

**13. Old Business:** Discuss status of any existing disruptive behavior or new member contracts. Discuss any other unfinished business from previous meetings.

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**14. New Business:**

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<b>14. Time Meeting Adjourned:</b>	<b>15. Date:</b>	<b>16. Signature of Secretary:</b>
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. Remember to obtain contact information for members departing voluntarily and encourage participation in the Virginia Alumni Association. Tradition 9 encourages us to continue to stay involved with our Oxford House Community.		