

Oxford House Meeting Minutes

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)			
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:			Vacancies updated on web-site www.oxfordhouse.org
<input type="checkbox"/> Approved as read			<input type="checkbox"/> Yes <input type="checkbox"/> No
<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 In Checking Account	\$ _____	Name	Amount
	\$ _____	_____	_____
	\$ _____	_____	_____
Ending Balance in Checking Account	\$ _____	_____	_____
Attach Weekly Financial Report			

Comptroller's Report Continued :

11. Old Business: (List item and action taken)

12. New Business

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.

14. Time Meeting Adjourned:

15. Signature of Secretary

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.

17. Date: