Oxford House Meeting Minutes

1. Name of Oxford House:	2. Date of This Meeting	
3. Purpose of Meeting ☐ Regular Business ☐ Vote in New Members ☐ Expulsion	**4. Meeting No.**	**5. Meeting Start Time**

6. Members (list)

☐ Present ☐ Absent	☐ Present ☐ Absent
1.	2.
☐ Present ☐ Absent	☐ Present ☐ Absent
3.	4.
☐ Present ☐ Absent	☐ Present ☐ Absent
5.	6
☐ Present ☐ Absent	☐ Present ☐ Absent
7.	8.
☐ Present ☐ Absent	☐ Present ☐ Absent
9.	10.
☐ Present ☐ Absent	☐ Present ☐ Absent
11.	12.
☐ Present ☐ Absent	☐ Present ☐ Absent
13.	14.

7. **Secretary's Report:** Minutes of last meeting read and the following action was taken:

❏   Approved as read

❏   Changed as Follows:

8. **Treasurer's Report:**

Amount of Money in Checking Account $_____

TOTAL Individual Household Expense Share Paid At this Meeting:

$_____

TOTAL Individual Household Expense Share Owed:

$_____

HOUSE BILLS DUE This Month: $_____

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.

Attach Weekly Financial Report	

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.

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:
	_____