

# Oxford House Meeting Minutes

<b>1. Name of Oxford House:</b>		<b>2. Date of This Meeting</b>																													
<b>3. Purpose of Meeting</b> Regular Business Vote in New Members Expulsion		<b>4. Meeting No.</b>	<b>5. Meeting Start Time</b>																												
<b>6. Members (list)</b>	Present Absent		Present Absent																												
1.		2.																													
3.	Present Absent	4.	Present Absent																												
5.	Present Absent	6.	Present Absent																												
7.	Present Absent	8.	Present Absent																												
9.	Present Absent	10.	Present Absent																												
11.	Present Absent	12.	Present Absent																												
13.	Present Absent	14.	Present Absent																												
<b>7. Secretary's Report:</b> Minutes of last meeting read and the following action was taken: o Approved as read o Changed as Follows:																															
<b>8. Treasurer's Report:</b>  Beginning Balance in Checking Account: \$ _____  TOTAL Deposits Made this week: \$ _____  TOTAL Money Paid OUT this week: \$ _____  Ending Balance in Checking Account: \$ _____  HOUSE BILLS DUE This Month: \$ _____ Attach Weekly Financial Report  Amount of Money in Petty Cash: \$ _____		<b>9. Comptroller's Report:</b> List of Members by amount owed to house. Note amount due by name and action taken by the house in extending credit.  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Member</th> <th style="width: 15%;">Owes</th> <th style="width: 20%;">72 Hour Notice Given?</th> <th style="width: 35%;">Partial Payment Agreement?</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;">Yes / No</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;">Yes / No</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;">Yes / No</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;">Yes / No</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;">Yes / No</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td colspan="4">Total EES Owed: \$ _____</td> </tr> </tbody> </table>		Member	Owes	72 Hour Notice Given?	Partial Payment Agreement?	_____	\$ _____	Yes / No	Yes / No	_____	\$ _____	Yes / No	Yes / No	_____	\$ _____	Yes / No	Yes / No	_____	\$ _____	Yes / No	Yes / No	_____	\$ _____	Yes / No	Yes / No	Total EES Owed: \$ _____			
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**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:

\_\_\_\_\_