

## Oxford House Meeting Minutes Form

<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		4. Meeting Number	5. Meeting Start Time
<b>6. Members (list)</b> <input type="checkbox"/> Present <input type="checkbox"/> Absent	<input type="checkbox"/> Present <input type="checkbox"/> Absent		
1.	2.		
3.	4.		
5.	6.		
7.	8.		
9.	10.		
11.	12.		
13.	14.		
<b>7. Secretary's Report:</b> Minutes of last meeting read and the following action was taken and give verification that the website data including <i>vacancies</i> has been <i>updated</i> during the week. Call 1-800-689-6411 if you lost password.			
<input type="checkbox"/> Approved as read  <input type="checkbox"/> Changed as Follows:			
<b>8. Treasurer's Report:</b> Checking Account                      Beginning Balance [Enter on line below:  <div style="text-align: right;">\$ _____</div> <i>Plus</i> Member income since last deposit \$ _____ <i>Equals</i> <b>TOTAL AVAILABLE FUNDS</b> \$ _____ <i>Minus</i> Bills Paid Now                                      \$ _____  <b>CURRENT AVAILABLE FUNDS</b> \$ _____  OTHER HOUSE BILLS DUE This Month: \$ _____  <b>MONEY OWED HOUSE NOW</b> \$ _____ [Late payments due from Residents] Attach Weekly Financial Report		<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.	

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<p><b>10. Coordinator's Report</b> 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.</p>	
<p><b>11. Old Business:</b> (List item and action taken)</p>	
<p><b>12. New Business</b></p>	
<p>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 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.</p>	
<p>14. Time Meeting Adjourned at [time]:</p>	<p>15. Signature of Secretary</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
<p>16. Remember when you have a vacancy hold a special meeting as soon as possible to consider anyone applying for membership in the house. Recovery requires a quick response and a vacant bed generates no revenue!</p> <p style="text-align: center;"><b>ACT RIGHT AWAY</b></p>	<p>17. Date:</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> <p><input type="checkbox"/> I certify that I am using website: <a href="http://www.oxfordhouse.org">www.oxfordhouse.org</a> to keep house data and vacancies up-to-date.</p>