

OXFORD HOUSE™ HOUSE MEETING AGENDA

1. CALL THE MEETING TO ORDER AT SPECIFIED TIME

2. ROLL CALL BY THE SECRETARY.

- a. A brief check-in by each member on their week and recovery is encouraged.
- b. Determine if any absences are unexcused.

3. READING OF AN OXFORD HOUSE TRADITION

a. Have one or more members read a Tradition from the House Manual. Read the entire page.

4. READING OF THE MINUTES BY THE SECRETARY

- a. The Secretary reads the MEETING MINUTES from last week and any special meeting.
- b. Ask if there are any additions or corrections.
- c. Ask for a MOTION to accept the MEETING MINUTES.

5. TREASURER REPORT

- a. All receipts, unpaid bills, and House checkbook should be available at the Meeting.
- b. The Treasurer reads the completed TREASURER REPORT. All expenditures require a vote.
- c. All members review the deposit receipt and any shopping receipts
- d. All members discuss the bank statement and audit for scheduled completion or review.
- e. Ask if there are any additions or corrections.
- f. Ask for a MOTION to accept the TREASURER REPORT.

6. COMPTROLLER REPORT

- a. Verify the completion of the INDIVIDUAL REPORT and the HOUSE REPORT.
- b. The Comptroller reads the completed HOUSE REPORT.
- c. Discuss any action to be taken or notes to written for members who are not current.
- d. Ask if there are any additions or corrections.
- e. Ask for a MOTION to accept the COMPTROLLER REPORT.

7. COORDINATOR REPORT

- a. The Coordinator reviews last week's chore assignments.
- b. The Coordinator reads the updated COORDINATOR REPORT.
- c. Discuss any house maintenance and/or safety concerns.
- d. Ask if there are any additions or corrections.
- e. Ask for a MOTION to accept the COORDINATOR REPORT.

8. HOUSING SERVICES REPRESENTATIVE (HSR) REPORT

- a. HSR reports on previous and upcoming area meetings, trainings, events, and activities.
- b. Ask for a MOTION to accept the HSR REPORT.

9. UNFINISHED BUSINESS

- a. Discuss any unresolved business that has been discussed in prior meetings.
- b. Review any existing new member contracts or disruptive behavior contracts.

10. NEW BUSINESS

- a. Discuss any new business and vote on any decisions or spending.
- b. Verify the SECRETARY has updated the vacancy website and checked the House email.
- c. Report messages from the PRESIDENT checking the house phone voicemail each day.
- d. Remind any new members where Naloxone (Narcan) is located.

11. ADJOURN MEETING AT SPECIFIED TIME

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