

## OXFORD HOUSE™ MEETING MINUTES

| Name of Oxford House:  | Date of Meeting:                   | Start Time:                               |  |  |  |  |  |
|--|------------------------------------|---|--|--|--|--|--|
|  |                                    |   |  |  |  |  |  |
| Purpose of Meeting:  | •                                  | •   |  |  |  |  |  |
| Regulary Weekly Meeting  | Interview                          | Emergency/Expulsion                       |  |  |  |  |  |
| ROLL CALL Present Members:   |                                    |   |  |  |  |  |  |
| 1.   | 7.                                 | 13.                                       |  |  |  |  |  |
| 2.   | 8.                                 | 14.                                       |  |  |  |  |  |
| 3.   | 9.                                 | 15.                                       |  |  |  |  |  |
| 4.   | 10.                                | 16.                                       |  |  |  |  |  |
| 5.   | 11.                                | 17.                                       |  |  |  |  |  |
| 6.   | 12.                                | 18.                                       |  |  |  |  |  |
| Absent Members:  |                                    |   |  |  |  |  |  |
| 1. Excused? Y N  | 2. Excused? Y N                    | 3. Excused? Y N                           |  |  |  |  |  |
| Names of Guests:   |                                    |   |  |  |  |  |  |
|  |                                    |   |  |  |  |  |  |
|  |                                    |   |  |  |  |  |  |
| READING OF OXFORD HOUSE  | E TRADITION (Use the Oxfo          | rd House Manual and read the entire page) |  |  |  |  |  |
| READING OF OXFORD HOUSE TRADITION (Use the Oxford House Manual and read the entire page) SECRETARY REPORT: READING OF THE LAST MEETING MINUTES |                                    |   |  |  |  |  |  |
| Additions or Corrections: (if applicable)  |                                    |   |  |  |  |  |  |
|  |                                    |   |  |  |  |  |  |
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|  |                                    |   |  |  |  |  |  |
|  |                                    |   |  |  |  |  |  |
| Motion Made, Seconded: Accept Minutes - as Read 🔲 - as Corrected 🔲 Vote Count: Yay Nay   |                                    |   |  |  |  |  |  |
| TREASURER REPORT   |                                    |   |  |  |  |  |  |
| Checking Account Beginning Balance: Total Rec  | eived: Total Spent:                | Ending Balance:                           |  |  |  |  |  |
| \$   | \$                                 | \$  |  |  |  |  |  |
| Savings Account Beginning Balance: Transfer I  | n / Interest Earned: Transfer Out: | Ending Balance:                           |  |  |  |  |  |
| \$   | \$                                 | \$  |  |  |  |  |  |
| Financial Checklist  |                                    |   |  |  |  |  |  |
| Deposit Receipt Reviewed Shopping Receipt(s) Reviewed Bank Statement Reviewed Latest Audit Reviewed   Nort Audit Schoduled Details             |                                    |   |  |  |  |  |  |
| Next Audit Scheduled   |                                    |   |  |  |  |  |  |

|                      |                   |                            |                    | Date of Meeti   | ng:               |
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|                      |                   |                            |                    |                 |                   |
| TREASURER REF        |                   |                            |                    |                 |                   |
| CHECKS APPROVED A    | AT THIS MEETIN    | IG                         |                    | <b>.</b>        | ¢ A               |
| Payee and Purpose    |                   |                            |                    | Check #         | \$ Amount         |
|                      |                   |                            |                    |                 |                   |
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| FINANCIAL DISCUSSION | ON, NOTES, OR     | COMMENTS                   |                    |                 |                   |
|                      |                   |                            |                    |                 |                   |
|                      |                   |                            |                    |                 |                   |
|                      |                   |                            |                    |                 |                   |
|                      |                   |                            |                    |                 |                   |
|                      |                   | ded: Treasurer Report A    | Accepted           | Vote Count: Yay | Nay               |
| COMPTROLLER          |                   |                            |                    |                 |                   |
| Name                 | \$ Ending Balance | Name                       | \$ Ending Balance  | Name            | \$ Ending Balance |
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| EES DISCUSSION (incl | uding contracts   | s, progress, or verbal cor | nmitments.)        |                 |                   |
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| Motion I             | Made, Seconde     | ed: Comptroller Report A   | Accepted           | Vote Count: Yay | Nay               |
| COORDINATOR F        | REPORT            |                            |                    |                 |                   |
| CHORES, ROOM CLEA    | NLINESS, MAIN     | ITENANCE AND SAFETY        | DISCUSSION         |                 |                   |
|                      |                   |                            |                    |                 |                   |
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|                      |                   |                            |                    |                 |                   |
| Motion M             | Made Secondo      | ed: Coordinator Report A   | Accepted $\square$ | Vote Count: Yay | Nay               |
| IVIOLION             | viaue, Seconde    | a. Coordinator Report F    | recebien [         | vole Count. Tay | inay              |

|   |                            | Date of Meeting:   |
|---|----------------------------|--|
|   |                            |  |
| HOUSING SERVICES, UNFINISH                      | HED BUSINESS, NE           | W BUSINESS   |
| Use the rest of this page and the next for docu | menting the remaining busi | ness discussed during the meeting. Seperate the sections<br>nd INTERVIEWS. Document motions and votes accordingl |
| Previous Chapter Meeting discussed              |                            | Other area meetings or trainings discussed   |
| Upcoming Chapter Meeting discussed              |                            | Other area events or activities discussed  |
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## UNFINISHED BUSINESS, NEW BUSINESS CONTINUED **IN CLOSING**

## Voicemail checked daily by President Vacancy website updated by Secretary House email checked by Secretary The House has Narcan available Motion Made, Seconded: Adjourn Meeting Vote Count: Yay-\_\_\_\_ Nay-\_\_\_ Date of Meeting: End Time: Secretary Name & Signature