

OXFORD HOUSE™ MEETING MINUTES

Name of Oxford House.		Date of Meeting.		Otali Time.	
Purpose of Meeting:					
Regulary Weekly Meeting		Interview		Emergency/Ex	(pulsion
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 HOL	ISE TRADITION	(11 11 O f	d I I a constant		
SECRETARY REPORT: REA					
Additions or Corrections: (if applicable)	DING OF THE EA	OT MEETING IIII	IVO I LO		
Motion Made, S	econded: Accept Minutes - a	as Read	ted 🗍 🕠	/ote Count: Yay N	lav-
TREASURER REPORT	, , , , , , , , , , , , , , , , , , ,				
Checking Account	Received:	Total Spent:		Ending Balance:	
\$ \$	Nederved.	\$		\$	\top
Savings Account Beginning Balance: Trans	for In / Interest Farmed	Transfer Out:		Ending Balance:	
\$ \$	fer In / Interest Earned:	\$		\$	Т
Eineneiel Checklist					
Financial Checklist Deposit Receipt Reviewed Shopping I	Receipt(s) Reviewed	Bank Statement Reviewe	ed 🔲 La	atest Audit Reviewed	
Next Audit Scheduled Date					

				Date of Meeting	Date of Meeting:		
TREASURER REP CHECKS APPROVED A							
Payee and Purpose	I IHIS MEE	IING		Check #	\$ Amount		
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FINANCIAL DISCUSSIO	N, NOTES, C	OR COMMENTS					
Motion	Made, Sec	conded: Treasurer Report A	ccepted	Vote Count: Yay	Nay		
COMPTROLLER F	REPORT						
Name	\$ Ending Balar	ance Name	\$ Ending Balance	Name	\$ Ending Balance		
			+	-	$\dashv\vdash$		
			l		\dashv		
FEC DISCUSSION /:							
EE2 DI2CO22ION (IUCIT	laing contra	acts, progress, or verbal com	mitments.)				
NA . C N	1 - 1 - 0	. d. d. O (ll D d. A			NI.		
MOTION IV COORDINATOR R		nded: Comptroller Report A	ccepted	Vote Count: Yay	Nay		
		IAINTENANCE AND SAFETY	DISCUSSION				
OHORES, ROOM SEEA	TENTEOO, INI	AINTENANCE AND OAI ETT	<u> </u>		1		
Motion M	lade, Secon	nded: Coordinator Report A	ccepted 🔲	Vote Count: Yay	Nay		

HOUSING SERVICES, UNFINISHED BUSINESS, NEW BUSINESS	
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Use the rest of this page and the next for documenting the remaining business discussed during the meeting. Seperate the section as needed. This space should also be used for EMERGENCY MEETINGS and INTERVIEWS. Document motions and votes according	ns ıgly
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** Vacancy website updated by Secretary

Voicemail checked daily by President 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