



OXFORD HOUSE - _____

MEETING MINUTES

MEETING TYPE: Regular ☐ Emergency ☐ Interview ☐

DATE: ____ / ____ / ____

START TIME: ____ : ____ am / pm

ROLL CALL (List all members and guests. Discuss all non-excused absences)

Name	Present	Name	Present	Name	Present	Name	Present
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N

TRADITION # _____ (Using the Oxford House Manual, read the entire page for one of the Traditions. Each resident reads a paragraph.)

READ MINUTES OF LAST MEETING (Read the entire minutes from the last meeting.)

Amendments made: Yes No

Minutes accepted as read/amended ☐

TREASURER REPORT

CHECKING		SAVINGS		PETTY CASH	
Beginning Bal	\$	Beginning Bal	\$	Beginning Cash	\$
Total Received	\$	Deposits	\$	Cash Spent	\$
Total Spent	\$	Withdrawals	\$	Cash Replenished	\$
Ending Bal	\$	Interest	\$	Ending Cash	\$
		Ending Bal	\$	Receipts Viewed	Yes No

TREASURER REPORT COMMENTS (Bills to be paid, checks written, etc.)

Treasurer Report accepted ☐

COMPTROLLER REPORT

Name	Balance	Name	Balance	Name	Balance	Name	Balance
	\$		\$		\$		\$
	\$		\$		\$		\$
	\$		\$		\$		\$
	\$		\$		\$		\$

COMPTROLLER REPORT COMMENTS (Record any warnings, contracts, and/or fines)

Comptroller Report accepted ☐

COORDINATOR REPORT (notes on chores, cleaning, safety, and fines)

Coordinator Report accepted ☐

HOUSING SERVICES REPORT (updates on chapter, HSC, presentations, events, and new member interviews)

Housing Serv. Report accepted ☐

UNFINISHED BUSINESS (Discussion of any prior business that has not been resolved)

NEW BUSINESS (Discussion of all new business topics.)

Vacancies are updated and current at www.oxfordvacancies.com	Y	N
House e-mail account has been checked in the last week	Y	N
Voicemail was checked daily last week	Y	N

ADJOURN MEETING AT ____ : ____ am / pm

Secretary Name: _____ Secretary Signature: _____

FOLLOWING MEETING: "HOW GOES IT?" WHERE EVERYONE BRIEFLY SHARES HOW THEIR WEEK WENT