



# OXFORD HOUSE MEETING AGENDA

USE AT THE WEEKLY HOUSE MEETING

## 1. CALL MEETING TO ORDER AT SPECIFIED TIME

- Open meeting with Serenity Prayer

## 2. ROLL CALL BY SECRETARY

- Determine excused and unexcused absences.

## 3. READING OF AN OXFORD HOUSE TRADITION

- Read from the House Manual and read the entire page.
- Each Member can be asked to read a paragraph.

## 4. READING OF THE MINUTES BY SECRETARY

- Read minutes of last regular weekly meeting or emergency meeting.
- Ask if there are any additions or corrections to the Meeting Minutes.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 5. TREASURER'S REPORT

- All receipts, unpaid bills, and House checkbook should be available at the Meeting for all Members to review and comment.
- Bills owed, or future expenses should be presented and Motion made to allocate necessary funds.
- Ask if there are any additions or corrections to Finance Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 6. COMPTROLLER'S REPORT

- Equal Expense Share (EES) Ledger reported.
- Discuss any actions to take for members who are behind.
- Ask if there are any additions or corrections to Comptroller's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 7. COORDINATOR'S REPORT

- List each person's chore detail for previous week and state whether completed.
- List and Assign Next Weeks chore details.
- Ask if there are any additions or corrections to Coordinator's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 8. HOUSING SERVICES REPORT

- Discuss any upcoming interviews, presentations, events, and chapter needs.
- Ask if there are any additions or corrections to Housing Service's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

## 9. UNFINISHED BUSINESS

- Any business that was discussed previously but is not resolved.
- Review any ongoing contracts.
- Reports from Members assigned specific tasks at previous meeting(s).

## 10. NEW BUSINESS

- Ask if house vacancies have been updated by the contact at [oxfordvacancies.com](http://oxfordvacancies.com).
- Ask if house email has been checked.
- Discuss any matters that have not been discussed previously.
- Any Member may bring up new business.
- Any new actions by the house should be voted on or tabled.
- Assign specific tasks to individual Members for follow-up on business not acted upon.

## 11. ADJOURN MEETING AT SPECIFIED TIME

- President may ask for a Motion to Adjourn or President may state, "If there is no further business, this meeting is adjourned at" and call out current time.

### FOLLOWING MEETING:

**"HOW GOES IT?"** Each member briefly shares about their last week