



# OXFORD HOUSE™ MEETING MINUTES

Name of Oxford House:	Date of Meeting:	Start Time:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Purpose of Meeting:**

<input type="checkbox"/> Regularly Weekly Meeting	<input type="checkbox"/> Interview	<input type="checkbox"/> Emergency/Expulsion
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## 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. <input type="checkbox"/> Excused? Y N	2. <input type="checkbox"/> Excused? Y N	3. <input type="checkbox"/> Excused? Y N
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### Names of Guests:

<input type="text"/>
<input type="text"/>

## 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)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Motion Made, Seconded: Accept Minutes - as Read  - as Corrected  Vote Count: Yay-\_\_\_\_ Nay-\_\_\_\_

## TREASURER REPORT

### Checking Account

#### Beginning Balance:

\$	<input type="text"/>
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#### Total Received:

\$	<input type="text"/>
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#### Total Spent:

\$	<input type="text"/>
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#### Ending Balance:

\$	<input type="text"/>
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### Savings Account

#### Beginning Balance:

\$	<input type="text"/>
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#### Transfer In / Interest Earned:

\$	<input type="text"/>
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#### Transfer Out:

\$	<input type="text"/>
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#### Ending Balance:

\$	<input type="text"/>
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### Financial Checklist

Deposit Receipt Reviewed  Shopping Receipt(s) Reviewed  Bank Statement Reviewed  Latest Audit Reviewed

Next Audit Scheduled  Date \_\_\_\_\_

Date of Meeting:

**TREASURER REPORT CONTINUED**  
**CHECKS APPROVED AT THIS MEETING**

Payee and Purpose	Check #	\$ Amount	

**FINANCIAL DISCUSSION, NOTES, OR COMMENTS**


Motion Made, Seconded: Treasurer Report Accepted  Vote Count: Yay-\_\_\_\_ Nay-\_\_\_\_

**COMPTROLLER REPORT**

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

**EES DISCUSSION (including contracts, progress, or verbal commitments.)**


Motion Made, Seconded: Comptroller Report Accepted  Vote Count: Yay-\_\_\_\_ Nay-\_\_\_\_

**COORDINATOR REPORT**

**CHORES, ROOM CLEANLINESS, MAINTENANCE AND SAFETY DISCUSSION**


Motion Made, Seconded: Coordinator Report Accepted  Vote Count: Yay-\_\_\_\_ Nay-\_\_\_\_



