

Oxford House Chapter Meeting Minutes

Month meeting is for:		Date Held:	
Location or House:		Address:	

Chapter Chair _____ called meeting to order at: _____

Roll call by Secretary, _____

Chapter Officers	Houses	Presidents	Guests
Chair			
Vice-Chair			
Secretary			
Treasurer			
Housing Services			
Fundraising			
Reentry			
Alumni Coord.			
Outreach			
Alumni			
State Assoc.			
World Council			

Traditions read by: _____ Principles read by: _____

Secretary read minutes of previous meeting. Corrections:

Motion MSP to accept minutes as read or corrected _____

Oxford House Chapter Meeting Minutes

Treasurer's Report by: _____

	Checking	Savings
Beginning Balance		
Receipts		
Expenses		
Withdrawals		
Interest		
Ending Balance		
Amount for World Services from houses		

Total available Chapter funds: _____

Bills to be paid this month:	
State Dues @ \$10 per bed	
Total expenses to be paid:	

Expense Claims

Name	Reimbursements	Advancements (receipts to follow)	Balance
Total Expenses			

Motion MSP to pay expense claims and expenses: _____

Motion MSP to accept Treasurer's Report: _____

Oxford House Chapter Meeting Minutes

Auditor's Report: _____

Motion MSP to accept Auditor's Report _____

Chair Report: _____

Motion MSP to accept Chair Report: _____

Vice-Chair Report: _____

Motion MSP to accept Vice-Chair Report: _____

Housing Services Report: _____

Presentations:

Past Month			
Coming up			

Motion MSP to accept Housing Services Report: _____

