

Oxford House Chapter Meeting Minutes

1. Name of Chapter:	2. Date
3. Location of Meeting (Usually an Oxford House)	4. Number of Houses Attending
5. List by name Houses in attendance:	
Oxford House -	Oxford House-
Oxford House-	Oxford House-
Oxford House -	Oxford House-
Oxford House -	Oxford House-
Oxford House -	Oxford House-
Oxford House -	Oxford House-
Oxford House -	Oxford House-
7. Secretary's Report: Minutes of last meeting read and the following action was taken: <input type="checkbox"/> Approved as read <input type="checkbox"/> Changed as Follows:	
8. Treasurer's Report: Amount of Money in Checking Account \$ _____ Dues Paid Chapter At this Meeting: \$ _____ Dues Owed (Total) \$ _____ Bills Chapter Owes: \$ _____	9. List of Houses by amount of dues owed chapter:

10. **New Business:** (List item and action taken)

11. Obtain list of individuals from each house who have moved out of the house on good terms during the prior or current month. List individual, house and new address in item #9 of the Monthly Chapter World Services Report and send to the World Services Office for recognition and building of an alumni list.

12. Time Meeting Adjourned:

13. Signature of Secretary

14. Remember to complete individual house data each month for inclusion in the Oxford House Annual Chapter Report of House Activity.

15. Date:

Oxford House World Services, 1010 Wayne Avenue, Suite 400, Silver Spring, MD 20910

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