Oxford House Meeting Agenda
(Regular Meeting)

1. CALL MEETING TO ORDER AT SPECIFIED TIME

2. ROLL CALL BY SECRETARY
- Determine excused and unexcused absences.

3. OPEN MEETING WITH A READING OF AN OXFORD HOUSE TRADITION EACH WEEK
- Read from the House Manual and read the entire page.
- Each Member can be asked to read a paragraph.

4. SECRETARY'S REPORT
- Read minutes of last regular weekly meeting or emergency meeting.
- Ask if there are any additions or corrections to Secretary's Minutes.
- Ask for Motion to Accept as Read or Accept as Corrected, if there are any additions or corrections.
- Ask if house vacancies have been updated by the contact at oxfordvacancies.com and if house email has been checked.

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.

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6. COMPTROLLER'S REPORT
- Past due rent by Members may be discussed at this time.
- Motion to take Action may also be in order at this time.
- Ask if there are any additions or corrections to Comptroller's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

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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. OLD BUSINESS
- Any business that was discussed previously but is unfinished from any prior meeting.
- Review any ongoing contracts – probation or behavioral.
- Reports from Members assigned specific tasks at previous meeting(s).

10. NEW BUSINESS
- Any matters that have not been discussed previously.
- Any Member may bring up new business.
- Motions must be made to take action.
- Assign specific Tasks to individual Members for follow-up on business not acted upon.

11. ADJOURNMENT
- President may ask for a Motion to Adjourn or President may state, "If there is no further business, this meeting of Oxford House - _____ is adjourned"...

[*An informal group meeting of individual sharing may follow.*]

Standard Oxford House forms make it easier to detail and present reports