



OXFORD HOUSE™

HOUSE MEETING AGENDA

- 1. CALL THE MEETING TO ORDER AT SPECIFIED TIME**
- 2. ROLL CALL BY THE SECRETARY.**
 - a. *A brief check-in by each member on their week and recovery is encouraged.*
 - b. *Determine if any absences are unexcused.*
- 3. READING OF AN OXFORD HOUSE TRADITION**
 - a. *Have one or more members read a Tradition from the House Manual. Read the entire page.*
- 4. READING OF THE MINUTES BY THE SECRETARY**
 - a. *The Secretary reads the MEETING MINUTES from last week and any special meeting.*
 - b. *Ask if there are any additions or corrections.*
 - c. *Ask for a MOTION to accept the MEETING MINUTES.*
- 5. TREASURER REPORT**
 - a. *All receipts, unpaid bills, and House checkbook should be available at the Meeting.*
 - b. *The Treasurer reads the completed TREASURER REPORT. All expenditures require a vote.*
 - c. *All members review the deposit receipt and any shopping receipts*
 - d. *All members discuss the bank statement and audit for scheduled completion or review.*
 - e. *Ask if there are any additions or corrections.*
 - f. *Ask for a MOTION to accept the TREASURER REPORT.*
- 6. COMPTROLLER REPORT**
 - a. *Verify the completion of the INDIVIDUAL REPORT and the HOUSE REPORT.*
 - b. *The Comptroller reads the completed HOUSE REPORT.*
 - c. *Discuss any action to be taken or notes to written for members who are not current.*
 - d. *Ask if there are any additions or corrections.*
 - e. *Ask for a MOTION to accept the COMPTROLLER REPORT.*
- 7. COORDINATOR REPORT**
 - a. *The Coordinator reviews last week's chore assignments.*
 - b. *The Coordinator reads the updated COORDINATOR REPORT.*
 - c. *Discuss any house maintenance and/or safety concerns.*
 - d. *Ask if there are any additions or corrections.*
 - e. *Ask for a MOTION to accept the COORDINATOR REPORT.*
- 8. HOUSING SERVICES REPRESENTATIVE (HSR) REPORT**
 - a. *HSR reports on previous and upcoming area meetings, trainings, events, and activities.*
 - b. *Ask for a MOTION to accept the HSR REPORT.*
- 9. UNFINISHED BUSINESS**
 - a. *Discuss any unresolved business that has been discussed in prior meetings.*
 - b. *Review any existing new member contracts or disruptive behavior contracts.*
- 10. NEW BUSINESS**
 - a. *Discuss any new business and vote on any decisions or spending.*
 - b. *Verify the SECRETARY has updated the vacancy website and checked the House email.*
 - c. *Report messages from the PRESIDENT checking the house phone voicemail each day.*
 - d. *Remind any new members where Naloxone (Narcan) is located.*
- 11. ADJOURN MEETING AT SPECIFIED TIME**