

OXFORD HOUSE CHAPTER MEETING MINUTES

DATE: ____ / ____ / 20____

START TIME: ____ : ____ AM/PM

ROLL CALL: (BY SECRETARY)	
CHAPTER OFFICERS	HOUSES
CHAIRPERSON	
VICE-CHAIR	
SECRETARY	
TREASURER	
HOUSING SERV. CHAIR	
RE-ENTRY CHAIR	
FUNDRAISING CHAIR	
ALUMNI COORDINATOR	
<p>ABSENT : _____</p> <p>GUESTS : _____</p>	

PRINCIPLES READ : Y / N

<p>READING OF PREVIOUS MINUTES: (BY SECRETARY)</p> <p>CORRECTIONS :</p> <p>_____</p> <p>_____</p> <p>ACCEPT MINUTES AS READ OR CORRECTED : _____ MM/S/P _____</p>

TREASURER'S REPORT			
CHECKING ACCOUNT		SAVINGS ACCOUNT	
BEGINNING BALANCE	\$	BEGINNING BALANCE	\$
LAST MONTH DEPOSIT	\$	DEPOSITS/ INTREST	\$
LAST MONTH SPENT	\$	WITHDRAWELS	\$
CURRENT BALANCE	\$	CURRENT BALANCE	\$
<p>TOTAL MONEY COLLECTED TO DEPOSIT : \$ _____ . _____</p> <p>COMMENTS : (EXPENDITURES WITH CHECK NUMBER AND "MM/S/P")</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>ACCEPT TREASURER'S REPORT _____ MM/S/P _____</p>			

CHAIRPERSON REPORT

ACCEPT REPORT MM/S/P _____

VICE-CHAIR REPORT

ACCEPT REPORT MM/S/P _____

HOUSING SERVICES CHAIR REPORT

ACCEPT REPORT MM/S/P _____

OUTREACH REPORT

ACCEPT REPORT MM/S/P _____

RE-ENTRY CHAIR REPORT

ACCEPT REPORT MM/S/P _____

FUNDRAISING CHAIR REPORT

ACCEPT REPORT MM/S/P _____

ALUMNI COORDINATOR REPORT

ACCEPT REPORT

MM/S/P _____

OLD BUSINESS

ACCEPT OLD BUSINESS

MM/S/P _____

NEW BUSINESS

ACCEPT NEW BUSINESS

MM/S/P _____

ADJOURN MEETING

MM/S/P _____

ADJOURN TIME _____ : _____ AM / PM

SECRETARY SIGNATURE: _____

****ATTACH HOUSE SUMMARY REPORTS****