

Oxford House Meeting Minutes Form

10. Coordinator's Report The Coordinator discusses the condition of the House and any problems that exist in getting clean-up details organized and completed. House safety, such as fire extinguishers, testing smoke detectors and checking that exits are not blocked is the Coordinator's responsibility and should be discussed at every meeting. Chore assignments not completed are considered by full house and fines for failure to complete a chore may be voted.

11. Old Business: (List item and action taken)

12. New Business

13. Obtain the new address and telephone number for any resident who has moved out of the house on good terms. If your house is part of a Chapter provide the information to the Chapter at the next Chapter meeting so that the Chapter can forward the information to Oxford House World Services. If you have an alumni card, send it with the person's name and new address to Oxford House World Services so they can send a certificate of appreciation. Tradition Nine encourages us to keep in touch with our Oxford House family when we move out of an Oxford House clean and sober.

14. Time Meeting Adjourned at [time]:

15. Signature of Secretary

16. Remember when you have a vacancy hold a special meeting as soon as possible to consider anyone applying for membership in the house. Recovery requires a quick response and a vacant bed generates no revenue!

ACT RIGHT AWAY

17. Date:

I certify that I am using website: www.oxfordhouse.org to keep house data and vacancies up-to-date.