

Oxford House TN Chapter _____ Meeting Minutes

Date:	Start Time:	Meeting Purpose:	
Chapter Officers		House	House
Chairperson			
Vice Chair			
Secretary			
Comptroller			
Treasurer			
HSC Chair			
Guests:		Absent:	

Secretary Report

Minutes approved as read:	Y / N
Corrections:	

Treasurer Report

Beginning Balance	Total Received	Total Spent	Ending Balance
\$	\$	\$	\$

Comptroller Report

House Name:	Total Paid:	Bed Dues Balance:	Loan Balance:

Do Houses with loans have written promissory note:

Yes ____ No ____

Chairperson Report

--

Vice Chair Report

--

Outreach Report

HSC Chairperson Report

Old Business

(Unresolved business from previous meeting.)

New Business

Time Adjourned:

Secretary Signature:
