

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 \$

Notes:

Comptroller Report

Do Houses with loans have written promissory notes?

Yes _____ No _____

Chairperson Report

1. **What is the primary purpose of the study?** (10 points)

2. **What are the key variables being studied, and how are they measured?** (10 points)

3. **What statistical methods are used to analyze the data, and what are the results?** (10 points)

4. **What are the conclusions drawn from the study, and what are the implications?** (10 points)

Vice Chair Report

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Outreach Report

HSC Chairperson Report

Old Business

(Unresolved business from previous meeting.)

New Business

Time Adjourned:	Secretary Signature:
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Time Adjourned:

Secretary Signature: