

OXFORD HOUSE MONTHLY CHAPTER MEETING FORM

1. Name of Chapter:	2. Date:
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3. Location of meeting:

4. Purpose of meeting: REGULAR MONTHLY MEETING _____ SPECIAL MEETING _____

5. Houses present:	
1	8
2	9
3	10
4	11
5	12
6	13
7	14

6. Houses not present:	
1	5
2	6
3	7
4	8

7. Read the minutes of the last meeting:
AFTER THE READING OF THE MINUTES OF THE LAST MEETING THE CHAPTER CHAIR SHOULD ASK IF THERE ARE ANY CHANGES IN THE MINUTES IF SO RECORD THE CHANGES BELOW. IF NO CHANGES PUT: APPROVED AS READ

8. Changes in the minutes:

9. Treasurer report:	
MONTHLY FINANCIAL REPORT ATTACHED: Y / N	HOUSES OWING DUES:
1. BEGINNING BALANCE: \$	
2. MONEY RECEIVED: \$	
3. TOTAL MONEY PAID OUT: \$	
4. TOTAL MONEY OWED: \$	
5. ENDING BANK BALANCE: \$	
BILLS TO BE PAID / NOTES:	
TOTAL DUES OWED :	\$

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10. Service committee report:

11. Names and phone numbers of all Housing Services members:

12. Safety committee report:

13. Old business:

14. New business:

15. List all houses that have paid their dues to World Services:

NEXT MEETING WILL BE HELD AT:

TIME:

DATE:

SIGNATURE OF SECRETARY:

TIME MEETING STARTED:

TIME MEETING ENDED: