

OXFORD HOUSE STATE ASSOC. MEETING

Meeting Procedure

1. Call Meeting to Order

-Call out start time and open with serenity prayer

2. Roll Call by Secretary

3. Open Meeting with a Reading the Oxford House Traditions and Principles

4. Read Minutes of the Last Meeting

-Ask if there are any corrections or addition.

-Ask for **MOTION** to Accept as Read or Accept as Corrected, if there are any additions or corrections.

5. Treasurer's Report

-Report of Checking and Savings Accounts balances, deposits, and expenditures since last meeting.

-Report on State Dues and Current Balance of each Chapter.

-Bills owed, or future expenses should be presented and a **MOTION** made to allocate necessary funds.

-Ask for corrections or additions to Finance Report.

-Ask for **MOTION** to Accept as Read or Accept as Corrected.

6. Chairperson's Report

-Report on any Oxford House activity since last meeting.

7. Vice-Chair Report

-Report on any Oxford House activity since last meeting.

8. Chapter Services Chair Reports (Tulsa and OKC)

-Report on Housing Services Committee (HSC) Meetings.

-Discuss any chapter meetings that were attended.

-Discuss any upcoming events.

-Discuss any Communications with Treatment Centers or DOC.

9. Outreach Reports

10. Alumni Coordinator Report

-Discuss activities of active alumni to stay connected.

11. Chapter Summary Reports

-Ask each Chapter Chair to read report.

-Discuss any concerns.

-Ask Chapter Summary Reports and Audits to be turned into State Secretary.

12. Old Business

-Discuss any unresolved business or tabled motions.

13. New Business

-Discuss any new business

ASK FOR A MOTION TO ADJOURN. (call out time)