

## Sample Meeting Agenda (Regular Meeting)

1. Call Meeting to Order
2. Open Meeting with the Serenity Prayer.
3. Roll Call by Secretary
  - a. Determine excused and unexcused absences
4. Each member is asked to introduce herself and give a short description of how her week has gone.
  - a. This needs to include any barriers to employment which should be noted down in the minutes, and
  - b. List the two meetings she attended during the previous week.
5. The first meeting of every month, the RAP Expectations and the House Rights and Responsibilities must be read by the President.
6. Read Minutes of the Last Meeting or Emergency Meeting.
  - a. This reading should include:
    - i. Brief descriptions of old issues that were discussed in the previous meeting and an exact reading of any resulting motions and what the result of the vote was,
    - ii. Brief descriptions of new issues that were discussed in the previous meeting and an exact reading of any resulting motions and what the result of the vote was,
    - iii. A description of any business which was held over to this meeting.
  - b. Any objections to the minutes as read needs to be discussed and then the acceptance of the minutes needs to be voted on and the vote recorded in the minutes of this meeting.
  - c. -Ask for MOTION to Accept as Read or Accept as Corrected, if there are any additions or corrections.
7. Treasurer's Report
  - a. -All receipts, unpaid bills, and House check book(s) should be available at the
  - b. meeting for all members to review and comment.
  - c. -Ask for corrections or additions to Finance Report.
  - d. -Ask for MOTION to Accept as Read or Accept as Corrected.
8. Comptroller's Report
  - a. -Past Due E.E.S. by Members may be discussed at this time.
  - b. -MOTION to take Action may also be in order at this time.
  - c. -Bills owed, or future expenses should be presented an MOTION made to allocate necessary funds.
  - d. Fines levied need to be discussed and voted on.

9. Coordinator's Report

- a. -List each person's chore detail for previous week and state completed.
- b. -MOTION to Accept as Read or Accepted Corrected Coordinator's Report
- c. -List and Assign Next Weeks chore details.

10. Housing Services Report

- a. -List any prospective interviews, or review Applications received.
- b. -Discuss any internal House issues that need to be addressed.
- c. -List any Communications with Treatment Centers, DV Shelters, etc.

11. Old Issues

- a. -Any business that was discussed previously. There should be a description in the section "Issues Carried Over to Next Meeting" of the minutes from the previous meeting.
- b. -Reports from Members assigned specific tasks at previous meeting(s).

12. New Issues

- a. -Any matters that have not been discussed previously.
- b. -Any Member may bring up New Business,
- c. -MOTIONS must be made to take action.
- d. -Assign specific tasks to individual Members for follow-up on business not acted upon as of this Meeting.

13. Adjournment

- a. -President may ask for a MOTION to ADJOURN.
- b. -President may state: .... "If there is no further business, this Meeting of the \_\_\_\_\_ House is Adjourned"....