

HOUSE MINUTES

HOUSE: _____ DATE _____

Present:	Barriers to Employment	Goals for Next Week
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Absent:	Guests:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

MEETINGS ATTENDED:

Member Name	Meeting #1	Meeting #2
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

HOUSE REPORTS:

Minutes:

Read By: _____ Seconded by: _____
Motion to Accept: _____ For: _____ Against: _____

Comptroller's Report

Given By: _____ \$ rent owed at end of last meeting: _____
Motion to Accept: _____ Rent received in last week _____
Seconded: _____ Fees since last week: _____
For _____ Against: _____ Total Owed: _____
PETTY CASH: Last Check Dated: _____ Amount of Last Check _____
Present Petty Cash Balance: _____

Treasurer's Report

Given By: _____ Beginning Balance: _____
Motion to Accept: _____ In: _____
Seconded: _____ Out: _____
For _____ Against: _____ Ending Balance: _____

Members not Current:

1. _____ Owe how much? _____
Payment Contract? _____

2. _____ Owe how much? _____
Payment Contract? _____

3. _____ Owe how much? _____
Payment Contract? _____

4. _____ Owe how much? _____
Payment Contract? _____

Reports Continued:

Chore Coordinator

Given By: _____ Issues: _____
Motion to Accept: _____
Seconded: _____
For _____ Against: _____

Other Reports

Given By: _____ Issues: _____
Motion to Accept: _____
Seconded: _____
For _____ Against: _____

ISSUES

Old Issues:

1. _____

2. _____

3. _____

4. _____

Old Issues Continued:

Motions from Old Issues:

1. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

2. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

3. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

New Issues:

1. _____

2. _____

3. _____

4. _____

New Issues Continued:

Motions from New Issues:

1. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

2. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

3. _____

Made by: _____ Seconded by _____ For: _____ Against: _____

Issues Carried Over to Next Meeting:

1. _____

2. _____

3. _____

ADJOURN MEETING:

Made by: _____ Seconded by _____ For: _____ Against: _____

Signed by Secretary: _____ Time: _____