

## Activities Committee (Updated –January 2026)

**General: To function as the umbrella committee in the delivery of all Brandywine social, recreational, and cultural activities.**

Purpose: To foster goodwill and enjoyment for residents of the Brandywine community from social, recreational, and cultural activities throughout the year.

### Structure:

- President/Chair (and Co-chair optional)
- Secretary
- Treasurer
- These positions are voluntary. At the December meeting of the current year, the officers to serve in the upcoming year are identified.

### Duties and Responsibilities:

- President/chair (and co-chair optional)
  - Prepares meeting agenda and presides over meetings.
  - Hosts functions not presented by other committees.
  - Ensures volunteers for set-up and clean-up of Activities' events.
  - Provides input into Bugle and/or additional e-mail notices.
  - Oversees update of newcomer activity booklet.
  - Oversees/manages yearly calendar.
  - Communicates with Community office staff.
  - Facilitates scheduling conflicts with various other committees.
- Approves monetary expenditures.
- Provides year-end summary for the Board.

**\*\*This is not a Board of Directors position.**

- Secretary
  - Records and maintains minutes of meetings.
- Treasurer
  - Maintains checkbook.
  - Makes deposits and disbursements.
  - Gives monthly report of income and expenses.
  - Makes payments for purchases approved by committee and/or President.

### Policies and Procedures

- Open to all Brandywine Condominium Association residents.
- Directs proposed activities to a sub-committee of the Activities Committee for development.
- Chairpersons of social activities are to remit 10% of an event's net profit to the Activities Treasurer within ten (10) days after the activity has occurred. These monies are used for activity expenses at the discretion of the Activities Committee.
- Activities that meet regularly and/or frequently and consume materials and supplies shall have the cost of those activities borne by the participants, i.e., painting, jewelry making, cards, etc.
- New clubs or specialized groups may be recognized by developing a set of by-laws or organizational guidelines and submitting them to the Activities Committee.
- Yearly calendar is developed at the end of the prior year to avoid conflict of dates and duplication of activities.
- Meetings are held monthly, as needed.
- Within budgetary constraints, either provide or arrange for supplies necessary for those activities.
- Provide suggestions for new activities to be taken up and discussed.
- Meets the first Monday of the month.

## **Committee Members - 2026**

**MJ Peters – Chairperson**  
**Donna Johnson – Secretary**  
**Connie Myers – Treasurer**

### **Advisory Council**

#### **Purpose:**

-To provide advice and direction to the activities committee regarding current concerns of the community and event design and outcomes.

-To review new activities – when to schedule, how to implement and feasibility of event/activity.

#### **Structure:**

-The composition of the Council are the major, individual committee chairs (e.g., Bingo, Bocce, Men's Club, Pickle Ball Club, Library, Past President).

- Meets monthly, on the third Monday of the month.

## **Advisory Council Members- 2026**

**Kay Wyatt**

**Nancy O'keeffe**

**MJ Peters**

**Connie Myers**

**Donna Johnson**

**Mary Marszalek**

**Linda Terrell**

**Gerard Paul**

**John Caccavale**