

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