



COMMITTEE DESCRIPTIONS

BRITTANY POINTE ESTATES RESIDENTS ASSOCIATION

Core Committees

Administrative Liaison Committee – This committee serves as an important conduit for information between the residents’ association and the BPE Administration and is mandated by the BPERA By-Laws. It is chaired by the BPERA President and its membership includes: BPE Executive Director; Director of Culinary and Nutritional Services; Administrator of Health Services; Director of Physical Plant; BPERA’s vice president, secretary, and assistant secretary; Chairperson - Medical Liaison Committee; and Building Representatives (from Aspen, Birch, Chestnut, OakBridge Terrence, and Willow Brooke Court). Meetings are held after a BPERA Board meeting and prior to a “Let’s Talk” meeting. The BPE Administration topics range from facility projects planned and their current status to safety issues. Each director provides an overview of the activities for the past month and scheduled events yet to happen. BPERA members submit questions to the administration and describe problems and concerns related to their building or area of responsibility.

Academic and Service Awards Committee – This committee is responsible for seeing that high school seniors who have been employed by the Culinary Department, and who meet the criteria of working the prescribed number of hours during their senior year, and who are on track to graduate from their respective high schools receive a financial award from the Residents Association. These awards are presented each year at a celebratory dinner and program with the seniors and their parents.

***Appreciation Awards Committee** Brittany Pointe Estates (BPE) and other Acts communities have a strict NO TIPPING policy for non-management hourly workers in Independent Living, Oak Bridge Terrace and Willow Brooke Court. In 1994, the Residents Association felt that these workers should be rewarded for their services to the residents and two Awards Committees were formed to oversee this process. They are the Independent Living Residents Award Committee and the Medical Residents Award Committee. These Committees, with approval from the Board, established that awards would be based on the number of hours worked, up to established maximums for each program. All eligible non-management hourly workers can earn awards. This includes employees in Independent Living: Culinary, Maintenance, Security, Housekeeping, Office areas, the Wellness Office, and Medical and Culinary employees working in Willow Brooke Court & Oak Bridge Terrace.

Audit Committee - The President, with the concurrence of the board, selects an audit committee of two members before the December meeting of the BPE Residents Association. The Audit Committee examines and audits the previous year’s finances and reports the result of the audit to the association at the March meeting of the residents’ association.

Bazaar Committee - The fall Annual Bazaar is a long-standing tradition at Brittany Pointe. It is held the first or second Friday and Saturday of November, and most of the proceeds go toward scholarships for our wait staff. Booths are set up for books, crafts, quilts, Christmas and holiday items, attic treasures, jewelry, clothing, food, puzzles and games, suitcases, glassware, raffle baskets, electronics, linens, electric items, high end gift items, and furniture. During the year donated items are sorted and stored. New residents may be asked by chairpersons to serve in specific ways and various announcements urge folks to volunteer. If you would like to donate items, contact the chairpersons.

Building & Safety Committee - The Building & Safety Committee consists of residents from the independent resident buildings. They are the eyes and ears of the residents and report their concerns to administration. The members at monthly meetings with the Executive Director and Director of Physical Plant and request improvements.

Charitable Giving - Each year the BPERA Board of Directors budgets money for local charitable causes. The Charitable Donations Committee is responsible for the distribution of these funds. Recommendations for worthy recipients come from Brittany Pointe residents. Before selecting recipients, the Committee members personally visit and investigate each local charitable organization, including meeting staff and volunteers, viewing activities and learning about the organization. The Committee votes on how to distribute the funds and then the members personally hand deliver the checks to each organization, using this as an opportunity to meet more people, take tours again, and take photos that can be used on social media and to report to the BPERA. A report is presented to the Board of Directors every year and at a BPERA quarterly meeting.

Culinary Committee – The purpose of the Culinary Committee is to meet with the Culinary Department and represent the residents of BPE to discuss suggestions, concerns, and ideas in order to enhance the dining experience in the Bistro and the more formal dining in the Lafayette Room.

The Culinary Committee meets on the third Tuesday of each month and is represented by residents from Aspen, Birch and Chestnut buildings. Residents can submit suggestions, requests, and concerns either through the Comment Card boxes located in the Bistro and Lafayette Room or email any member of the Culinary Committee.

Minutes of every meeting between the Culinary Committee and the Culinary Department are posted on the main bulleting board, in the library, and on the residents website.

Executive Committee – This committee is comprised of six elected officers of the BPERA Board of Directors: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.

Landscape Committee – The purpose of the Landscape Committee shall be:

1. Actively assess the physical appearance of the campus and recommend to management improvements to beautify the grounds and improve the quality of landscaping.
2. Meet with management as needed to review status of various projects and

- landscaping work.
3. Work with management to address landscape requests and concerns raised by residents.
 4. Assist management as requested in developing the standards for the maintenance of landscaping and the community.
 5. Work with management to identify and recommend projects for the upcoming budget year.

The Director of Physical Plant Services shall be the management representative in attendance along with the Outdoor Landscape Service representative at regular monthly meetings. The Executive Director of Brittany Pointe will always be invited. The Outdoor Services representative will give a monthly status report of work accomplished to the committee.

Notes and procedures:

- a. Residents will be reminded yearly that requests for landscape services can be listed in the book at the main desk or a request can be sent to the chair or co-chair of the committee for further consideration.
- b. Residents should be encouraged not to communicate directly with management or their representatives to facilitate a smooth reconciliation of the issue at hand.
- c. The Brittany Pointe Landscape budget is the sole responsibility of the ACTS Corporation and the committee will only be involved as requested.

Medical Liaison Committee - The Medical Liaison Committee functions as an intermediary between all our residents and those who deliver the excellent care we receive. Committee members include representatives from independent living as well as representatives who speak for those residents who reside in Willow Brooke Court and Oak Bridge Terrace. Physician residents are at-large members. Also on the committee are the Administrator of Health Services and the Directors of Nursing for Willow Brooke Court, Oak Bridge Terrace, and Residential Nursing. The committee meets monthly to discuss a variety of medical issues that may arise from all these participants and serves as a conduit to inform residents of activities in these areas.

Nominations and Elections Committee - Each year, at the September board meeting, the president of the residents' association presents to the board of directors the names of five members of the association, none of whom shall be a current officer, to serve as a Nominating-Elections Committee. The president designates one of the committee members to be the chairperson. No person shall serve on this committee more than once in any five-year period. Each of the three residential buildings shall be represented on the committee.

Ancillary Committees

Activities, Celebrations & Events (ACE) Committee – ACE plans, prepares for, and hosts many events and activities throughout the year. Members decorate for each season

and holiday, and plan events around these themes. They help to prepare for the monthly birthday celebrations and help decorate accordingly. This committee also works along with culinary to enhance their themed events each month.

Each month, members meet to plan monthly social events, based on varied themes, searching the Internet for ideas, donating their own decorations, and carrying the decorations to and from the storeroom to the different locations of these activities. These socials are usually the third Thursday of each month, depending on the dates of the holidays on which they are based.

Two of their largest events are the Christmas Tree Lighting Ceremony which is held on the first Thursday in December, and the New Year's Eve Gala. Christmas is the biggest event of the year is Christmas. This committee is responsible for decorating the Lower Lobby and Main Lobby, for decorating the Christmas trees, and for purchasing the poinsettias for common areas.

Audio-Visual Library Committee - The Audio/Visual Library Committee maintains a library of over 500 DVD's and VHS tapes (including 35 musicals) and more than 800 books on tape and CD's. Most of these are behind locked doors in the main library, but some can be found in an unlocked section of the furniture gallery. The A-V library is open from 10:00 a.m. until 11:00 a.m. on Thursday morning to check out the items in the locked section. If a resident is unable to come at the specified library hour they may call one of the members of the committee and she will meet you at the library.

Audio-Visual Technical Committee - The purpose of the Audio-Visual Technical Committee is to assist both residents and staff in the use of the existing audio and video systems in the auditorium, the sound system in the dining room, dining room lobby, and Bistro and the equipment in the Media Room. We also instruct other residents in the use of the projector, the camera, the screen, the amplifier, the remotes, the volume control and the DVD and VHS players. Many functions are controlled in the Media Room which is the small room with a window at the back of the auditorium. There is a 24-channel mixer in the rear of the auditorium that is used for controlling sound and sound effects for rehearsals and productions of plays and other major creations by the residents. This committee also trains individuals to show the church services on Sundays on the in-house television channel 1979.

Bulletin Board Committee - The Bulletin Board Committee is responsible for the organization and maintenance of the bulletin boards assigned to the Brittany Pointe Estates Residents Association. These bulletin boards comprise the bulletin boards in the hallway adjacent to the entrance of the Dining Room Lounge and the two bulletin boards in each residential building, in the mailbox lobby.

Entertainment Committee - The Entertainment Committee's goal is to present weekly live entertainment on stage for all residents of Brittany Pointe. Since 2019, new technology has allowed us to broadcast our programs to residents in OakBridge Terrace and WillowBrooke Court. Our performers are primarily vocal and instrumental musicians, from soloists to large ensembles, but we also present actors, lecturers, magicians, historians, archaeologists and others of interest. Meeting monthly to plan

future entertainment, the committee includes the chair, assistant chair, the Acts BPE Life Engagement Coordinator (LEC) and four to six other members. Many sources are explored to identify a variety of quality performers, and we work to add new performers each year to our group of "regular favorites". Committee members review emails, websites, DVDs and CDs provided by performers, and occasionally attend performances at outside locations to evaluate possible performers. Our funding comes from BPERA and from our Acts LEC in roughly equal amounts, and we contract with our entertainers six months to a year in advance.

Fire Wardens Committee - The Fire Warden Committee at Britany Pointe acts as a good neighbor to help the administration staff evacuate residents in the event of a fire alarm. There are four representatives from each building; each representative is responsible for one floor in his or her building. These representatives pass along fire safety and evacuation information and encourage all residents to respond to alarms. They have become an extension of the "eyes and ears" for the administration staff. They investigate potential safety and fire concerns voiced by fellow residents. If they determine after investigation that the concern was justifiable, the Fire Warden will pass it on to the BPE Fire Marshal and/or Deputy.

Intergenerational Committee – The committee consists of a group of Brittany Pointe residents interacting with 9th grade students from Pennbrook Middle School. The students are members of the Family and Consumer Sciences Class that meets every day for the entire school year. One unit that they study is gerontology and the aging process: normal changes in aging, myths and stereotypes of older adults, simulations, listening and communication skills. Residents and students are matched to be “buddies” through the year, so that they can get to know each other and have a one-on-one relationship. We meet once a month, from October to May, and exchange letters periodically. Some items covered are senior-student interview, what’s my line, and show and tell. The highlight of the year is a visit by the students to Brittany Pointe where they enjoy a lunch and have a guided tour of our facility.

Library Committee - It is the desire of the Library Committee of Brittany Pointe Estates to provide good reading material for the residents. They purchase fiction and non-fiction books, in regular print and large print, with funds allocated to them by the Residents Association. In addition, they welcome contributions of books from residents, anticipating that they may become part of the collection. The Library Committee reserves the right to make the final decision regarding donated books. They should be in good, readable condition. The Committee does not accept any condensed books, “how-to” books, cookbooks or textbooks. Books that cannot be used, are either returned to the owner or donated to the Annual Bazaar or to the Library in OakBridge Terrace. Because of limited space, they keep only one copy of a title. However, if a book is available in large print, it may be added as a second copy. The Library Committee does not endorse every idea or opinion contained in the books made available. They believe books are inherently valuable and worthy of cherishing. Suggestions of titles that would be enjoyed by our residents will be considered if funds are available

Movie Committee – The committee consists of a group of residents who meet once a month to select films to be shown to the community on our in-house channel (1979). The movies are obtained through Netflix, from our audio-visual library, donations, or purchases. The subject material and presentation should be appropriate for the Brittany Pointe audience.

Model Railroad Club - The BPE Model Railroad Club's goal is to promote interests in and better understanding of model railroading and to show and demonstrate the benefits of model railroading. In addition, the members maintain a display for residents, their families, and visitors to Brittany Pointe Estates. It is also to promote an interest in BPE as an incentive for future residents.

Music (Songsters) - The Songsters are a group of residents who love to sing. The group presents two concerts each year, a spring concert in May and a holiday concert in December. Practices are once a week beginning three months ahead of each concert, i.e., in February for the spring concert and in September for the December concert. Sign-up sheets appear on the bulletin board in late January and late August. The group also sings at Brittany Pointe's annual Thanksgiving service the Tuesday before Thanksgiving. Edward Conrad is the current director and was a choral and music teacher in Upper Dublin School District for 5 years. He served as Director of the Abington Choral Club for 18 years. Ed also substitutes at Jarrettsville United Methodist Church leading choir rehearsals and playing the organ and piano for services when needed. He is recently retired and resides in Lansdale. Residents who play the piano and organ accompany the chorus. Other residents provide technical expertise in setting up the audio, take photographs, prepare the programs, and film the performances, that appear on the in-house television channel. The ACTS maintenance staff sets up the stage weekly with chairs and sets up risers and chairs for performances. There is a committee of six to eight members with one as chairman, vice-chairman, treasurer, and a representation from the four voice parts. If you like to sing, come join the Songsters. There is no audition; the only requirement is a love for music and attending Tuesday rehearsals during our 14 week sessions.

Plants Committee - The Plant Committee places healthy looking plants in decorative pots to soften the straight lines of the windows and sills and add a touch of elegance and warmth to each area. The plants are located on the windowsills in all the hallways leading to the Aspen, Birch and Chestnut residential areas, in the halls leading to the game room and craft room, on the bridge leading to assisted living, in the four country kitchens in OBT, and in the space surrounding the fitness center. The committee has also provided plants for the offices of the executive director and the administrative office manager as well as for the receptionist. When a plant needs reporting, the job falls to the chair or a member of the committee. A potting table is located in the laundry room on the second floor of Chestnut. The potting bench consists of a cabinet on wheels with a large counter, an old sink with the opening closed with a metal disk, and space underneath for pots, saucers and other crockery. A sturdy plastic container fits under the counter and contains plant food, sand, gardening tools and potting soil. If you miss your home with plants inside and outside, please call the chair and offer your assistance.

REACT - REACT is an acronym for Resident Enterprise Assistance Chore Technician, a resident volunteer committee that provides assistance to residents who may require some aid in maintaining devices in their apartments. The committee responds to the requests as quickly as possible, depending upon the availability of the volunteer personnel. The nine-member committee has personnel that have expertise in repairs of computers, scooters, electronics, furniture and other general repairs. No job is too small. There is no charge, except when parts must be purchased, and then you are requested to reimburse the particular individual for their expenses. Any donations to the REACT committee are gratefully appreciated since these volunteers spend their own time to assist our residents. If you require assistance, call the chairman, Robert Burns, at 215-412- 2568.

Shepherd committee - A shepherd acts as a welcoming committee to the new residents, greets them on moving day, and lets them know that they are available to help in any way. A shepherd also will take the new resident around to all the places that they need to know about. They also will take them to dinner (under normal circumstances) and arrange to have them meet other residents. In speaking with the new residents, a shepherd might find out their interests and suggest people and places where they can meet with people who share the same interests. Being a shepherd is neighborly and interesting.

Theater Committee (Spring) - The Theater Group Committee is responsible for the periodic production of entertainment. The committee strives to use the talents of the residents of the community as actors, performers, and production support. Occasionally, Brittany Pointe Estates staff or talent from outside the community is engaged. The performances have no set time of the year, but they generally take place in the spring and are primarily presented in the auditorium. The objective is to entertain the audience with comedy, drama, musical, and variety presentations in a wholesome manner. The committee solicits ideas and recommendations from all residents. We are always looking for individuals who have a special talent and are comfortable performing in front of an audience.

Touchtown Committee - Touchtown is an in-house television program which is web-based software with cutting edge technologies. The committee is responsible for placing announcements, activities, dining room menus and other information on the television station as well as updating it daily. Members of the committee are able to access the television screens from their own computers in their apartments. Photographs and other clip art can be incorporated into the screens.

Township Liaison Committee - Barbara Taylor and Frank Krimm represent the Brittany Pointe Estates Residents Association at the Upper Gwynedd Township Commissioners Meeting which is held on the fourth Monday of each month. The elected commissioners include the president, who is in charge of the administration, finance, and personnel; the vice-president, who is in charge of public works, parks and recreation; and other members who are in charge of public safety, wastewater, planning, and zoning. The township manager and chief of police also are members of the meeting. If a resident has a

concern about the community he or she should bring it to the attention of the members of this committee.

Veterans Affairs Committee - The Brittany Pointe Veterans Affairs Committee (BPVAC) was established in 2002 to recognize and honor military veterans who served to defend and preserve the sovereignty the United States, our freedoms and way of life. This committee established and maintains the Wall of Honor. This display includes an engraved brass plate for each veteran with their name, branch and dates of service; a description of each veteran's record of service; and when available a photo of the veteran taken during their time in service. Deceased veterans are designated with a gold star on their photograph and on their record of service. The Wall of Honor is located in the hallway to the right of the main entrance lobby of Brittany Pointe. The BPVAC also conducts ceremonies to honor veterans on one or more holidays during the year, such as Veterans Day, Armed Forces Day, etc.

Woodshop - The woodshop is a dangerous environment unless everyone is constantly safety conscious and is thoroughly familiar with the operation and maintenance of the power equipment and hand tools that are available. The woodshop is for the residents to have a safe area to pursue their hobbies, crafts or repairs. This environment can only be maintained if those residents who have access to the woodshop have been trained in the operation of the equipment and tools located in the woodshop.

To ensure a safe environment, the following policies are in effect:

1. A key will only be issued to residents who will be using the woodshop on a regular basis—after:
 - a. The Application for Use of Resident Workshop Form, available at the front desk, has been completed.
 - b. The Workshop Release Form has been completed and signed by the Executive Director of Brittany Pointe Ests.
 - c. The chairperson of the woodshop has briefed them on the equipment and safety provisions in the woodshop.
 - d. In addition, the key may not be lent to any other person.
2. Persons who have a need for access to the woodshop on an infrequent basis, may contact the woodshop chairperson for permission to work in the woodshop and use hand tools or sign out and borrow hand tools overnight, but they must not use any of the power equipment. These residents will also be required to be briefed on safety provision and to sign the workshop release form.
3. It is understood that by signing the workshop release form, the resident acknowledges the woodshop policies and that any injury sustained will not be cause for a claim against any individual, the BPERA or Acts.

4. If a resident is not familiar with the operation and safety rules of a specific tool or piece of equipment, they must consult with the woodshop chairperson for operation and safety information.
5. Items provided by Acts, donated by residents or purchases by the BPERA are intended for use by authorized woodshops personnel.
6. A log sheet is maintained in the woodshop for persons to sign out and sign in for those tools that those residents need to borrow. Tools may be kept only overnight unless special permission is received from the woodshop chairperson.
7. There are a series of cabinets in the woodshop with drawers. There are not enough storage drawers to accommodate all of the key holders. Those residents who are regularly active in the woodshop will be allocated a drawer for storage of personal tools. The residents who have drawers for their personal use may install their own lock if they desire. If locks are not installed, it is assumed that the contents are available for use of all authorized woodshop personnel. All drawers will have the name of the resident affixed. The woodshop chairperson will administrate the name tags.
8. Neither the woodshop nor the woodshop storage room will be used by residents for additional storage of personal property. Personal property may remain in the woodshop while under repair for a reasonable time after notifying the woodshop chairperson.
9. In the lumber storage room, as far as practical, the lumber will be stored on shelves. If the lumber is personal property, it must be labeled, otherwise the lumber is community property.
10. All persons using the woodshop and/or woodshop storage room will sweep or vacuum all residue created by virtue of work performed in the shop, switch off all of the lights and lock the doors when they depart from the shop.
11. Loose clothing and rings are hazardous, the use of gloves, masks, ear and eye protection are necessary precautions and are provided in the woodshop for use.
12. Any equipment malfunction, unusual happenings or damage must be reported to the woodshop chairperson for repairs to be effected.
13. If a resident has tools in the woodshop that become damaged due to being used by another resident, the original owner is not responsible for any cost or repair. The repairs will be borne by the woodshop budget or the tool scrapped if repairs are not cost effective.
14. All painting must be performed in the woodshop paint room.

15. Expenditures of funds for the woodshop, from the budget, may be made only with the approval of the woodshop chairperson. A voucher, with original sales receipts, will be submitted to the treasurer of the BPERA for reimbursement.

16. No resident will be allowed beyond the woodshop front door without signing a Workshop Release Form.

1/5/2021