



**BROADMEAD RESIDENTS
ASSOCIATION**

Activity Leaders Handbook
(www.broadmeadbra.org/about)

September

2023

Table of Contents

1. Introduction
 - Leadership
 - Staffing
 - Administrative and Reporting
 - Technology
 - Residents with Disabilities
2. Contact Information
3. BRA Guidelines for Committees and Activities Funded by Residents
4. Financial Information
 - BRA Funds
 - Committee Budgets
 - Fiduciary Responsibilities
 - Tax Exemption
 - Contracting Outside Services
 - Meals for Guests
 - Expenses not Covered by the BRA
 - Requests for Payment or Reimbursement and Invoices
 - Making Bank Deposits
5. Logistics
 - Broadmead Calendar
 - Reserving a Room
 - Arranging for Room Set Up
 - Scheduling Audiovisual
 - Buses and Trips
 - Scheduling Dining Services
 - Postponements and Cancellations
6. Speakers, Performers, Teachers, etc.
 - Speakers, Performers, Teachers, etc.
 - Sample Letter

7. Publicity

- BM-Residents Email
- The Voice
- Bulletin Boards
- Posters
- Sample Poster

8. Contracts

- Guidelines
- Contract Template
- Sample Contract

9. Forms

- Request for Payment or Reimbursement (RFP)
- Invoice Approval
- Requests for Posters for BRA Events
- MOU Form 2023

1. Introduction

The purpose of this guide is to serve as a procedural aid, applicable to all BRA committees. Whether your committee is large or small, and regardless of its purpose, these principles may make you more effective. Some of the material in this handbook will apply to your committee, some will not. Also, you will probably need data from other sources pertinent to the activity of your committee.

Leadership:

The purpose of your committee is defined by its charge approved by the BRA Board of Directors (BoD). You need to define its detail objectives, and then plan and organize to attain them during the fiscal year. Success requires that you manage your expenditures to meet your budget.

An often overlooked function of your position is that you are the interface among the BRA BoD, residents, and your committee members.

Staffing:

You need to determine the number of members and the skill sets which are required to fulfill your charge. Five to seven is typically optimal, and ten becomes unwieldy. Large projects are better-accomplished when tackled by smaller sections or sub-groups.

It's a good idea to blend veterans and novices when assigning tasks, thus combining mentoring with fresh approaches. Also, don't keep people in one function for too long. Let them try other things.

Administrative and Reporting:

Management needs naturally vary with committee size. Here are some suggestions to help larger groups function smoothly:

- Agendas keep meetings on track. Everyone will know the topics to be addressed if an agenda is sent out before the meeting.
- Minutes are a good communications tool to committee members and others for reporting meeting content and results.
- Minutes should concentrate on decisions made, not deliberations. Items needing attention before the next meeting can be identified.
- Communication with members is best done in writing.

Maintain folders describing what you have done. Keeping track of your accomplishments will help you and your successors avoid redundancy and will aid in the preparation of reports.

You will need to report to the Activity Leaders Coordinator and the BRA Executive Committee and BoD on the following:

- Committee Membership
- Budget and Expenditures
- Committee Charge
- Status
- Work Accomplished

Technology:

It is helpful to have a login on Caremerge. Broadmead's calendar and room reservation process are all managed via Caremerge. In addition, useful information and forms are available.

It is useful to consider email for communications. It is efficient and leaves a paper trail. A majority of Broadmead residents have email and so do Broadmead's staff.

Residents with Disabilities:

Many of Broadmead's residents have some level of disability. This may be in the area of reduced vision and/or hearing or mobility. In order to make committee membership and attendance at activities and events open to all, we need to make accommodations wherever possible. Consult with the Audiovisual Committee and our committees directed toward vision and hearing loss to find ways to include as many as possible in your events. Ask committee members who have a problem with vision, hearing or mobility how they can be assisted so they can have a more fulfilling experience.

2. Contact Information (as of September 2023)

Contact information below is subject to frequent change and may not always be up to date. Other sources of contact information can be found on Caremerge under **Contact Information**. There both a Resident Directory and a Staff Directory are available. Also under the **Broadmead Resident Association** menu, is the “Pink Sheets” listing of the **BRA Organizational Listing** which shows the BRA officers, Cluster Reps, Standing Committees, and Activities and Activity Leaders. This information is also available on the BRA website, www.broadmeadbra.org/about.

Activity Leaders Coordinator:

Betty Legenhausen, 443-578-8508, bettyat2020@gmail.com

Audiovisual:

Jai Dixon

Audiovisual office, 443-578-8328, bra.avcom@gmail.com

Mailbox, “BRA Audiovisual Team”

Broadmead Connect:

Wellness Center, wellness@broadmead.org

Andy Switzer, 443-578-8032, ASwitzer@broadmead.org

Natalie Shane, 443-578-8060, NShane@broadmead.org

Contracts:

Bill Hardy, 443-578-8541, Treasurer, billhardy@comcast.net

Treasurer’s office, 443-578-8410

Vernon Wright, 443-578-8447, vernon.wright@gmail.com

Dining Catering Services:

Dan Hall, 443-578-8019, Director

Melinda Purkey, 443-578-8014, Admin. Manager

Brenda Copenhaver, 443-578-8092, Reservations Holly Terrace & Magnolia Room

Tarsha Campbell, 443-578-8235, Bistro/Catering Coordinator

Finance Committee:

Vernon Wright, 443-578-8447, vernon.wright@gmail.com

Main Reception Desk:

410-527-1900 or 0 (from in house phones)

Maintenance:

443-578-8022, Maintenance@broadmead.org

Poster Request:

Andy Switzer 443-578-8032 &/or Natalie Shane 443-578-8060
aswitzer@broadmead.org nshane@broadmead.org

Transportation:

Lisa Myers, 443-578-8023, lmyers@broadmead.org
Transportation office, 443-578-8023, Transportation@broadmead.org

Treasurer:

Bill Hardy, 443-578-8541, bra.treasurer.one@gmail.com
Eric van den Beemt, Associate Treasurer, bra.treasurer2@gmail.com
Treasurer's office, 443-578-8410 Mailbox, "B.R.A. Gen'L"

Voice of the Residents:

Alice Cherbonnier 443-570-9781, alicecherbonnier@gmail.com

Voice Box Advertisements:

Francine Nietubicz, 443-578-8385, fnietubicz@comcast.net

General submissions: VOICE mailbox.

3. BRA Guidelines for Committees and Activities Funded by Residents

The following guidelines are for committees and activities initiated, operated, and funded by the Residents as anticipated in the purposes of the Broadmead Residents Association (BRA) as stated in Article I of the Bylaws. These procedures are also outlined on the BRA website, www.broadmeadbra.org/activities.

1. Residents wishing to form a new committee or activity shall submit a request to the Board of Directors stating the purpose, the names of the Residents wanting the committee or activity, and estimate of the number of Residents who might want to participate and funding required. There is a Summary guide on how to start an activity on the BRA website at <https://www.broadmeadbra.org/activity-start>.
2. Approval of the Board of Directors is required to establish or disband a committee or an activity if BRA funds are involved. Initial request is made to the BRA Executive Committee, with copies to the BRA Finance Committee.
3. Existing committees and activities which are already funded by the BRA shall apply in writing to the Board of Directors and the BRA Finance Committee whenever they need a change either in the method of funding or to increase funding.
4. When requested by the Treasurer in March, the chairs and leaders of all committees and activities whose funding has been authorized shall submit a budget for the forthcoming fiscal year with details of how the money will be spent.
5. All committees and activities funded by the BRA shall be open for participation to all Residents. Open slots in an activity may be filled by community members as long as residents are not displaced from participation.
6. In authorizing creation of new committees and activities, the Board of Directors shall give special attention to the relationship of the cost and the number of residents likely to benefit.
7. Guidelines on honorariums for such events as lectures, concerts, slide shows, etc., are complicated by the differences in the activities. In general, the leaders of committees and activities should bear in mind that we cannot compete in the commercial arena for speakers

and performers, and that our honorariums are primarily tokens of our appreciation and are customarily less than \$200. No honorarium is offered if the presenter is a resident, regardless of the activity.

8. Although most of the activities at Broadmead are sponsored, operated, and financed by the BRA, the need for liaison with the Administration is recognized.

4. Financial Information

BRA Funds

The Broadmead Residents Association (BRA) is a nonprofit 501(c)3 organization. Most of its funding is generated by gifts from residents, families, or friends; or by fund-raising activities. Additional funding is provided by Broadmead, Inc.

There are three types of BRA funds:

General funds: Money allocated annually to various activity groups. These allocations are *not* carried over to the following year.

Designated funds: These funds, which usually come from resident or their family members' gifts, are designated for specific purposes. Additional funds are provided by the BRA and Broadmead, Inc. This funding *is* carried over from year to year.

Capital funds: These funds are used to purchase durable goods valued at \$500.00 or more and with a useful life of over one year. This funding is assigned for specific needs based on proposals reviewed by the BRA Finance Committee and the BRA Executive Committee.

Committee Budgets

The budgeting period is BRA's fiscal year of July 1 through June 30. In February of each year, the BRA Treasurer reminds committee chairs to prepare next year's budget and determine the amount of money to be requested asking for inputs by April. The Finance and Executive Committees then review the current year's expenditures, and estimate what will be required to complete next year's projects and activities. Types of expenditures (guest meals, fees, supplies, etc.) should be itemized. The proposal is submitted to the BRA Finance Committee for review and comment. Then each committee's budget is reviewed by the Executive Committee which either approves it or returns it for revision before including it in the overall budget which is submitted to the BRA Board of Directors for final approval.

Use of designated funds, where allocations can be carried over, also requires a budget when BRA money is used.

The BRA Annual Budget for BRA activities is posted for review on Caremerge under the BRA menu, BRA Annual Budget.

Fiduciary Responsibilities

Any activities using BRA funds must be open to all residents, and the money spent in their best interest. Allocations are not distributed in advance. Money is retained by the BRA, and dispensed as needed per the procedures shown in subsequent sections.

Good stewardship dictates that funds be spent prudently. Equipment should not be replaced, nor software upgraded, until such improvements are clearly needed.

If a budget shortfall seems inevitable, additional money can be requested from the Finance Committee. Then, approval, which may or may not be granted, is sought from the Executive Committee.

Conversely, if a surplus seems likely, an activity should not try to spend the money simply because it is there. In such cases, the Finance Committee should be notified so that adjustments can be made.

Tax Exemption

BRA purchases are exempt from Maryland sales tax. **A Sales Tax Exemption Card** is available from the BRA Treasurer. If the card is not used, and tax is collected, complete reimbursement may not be forthcoming. If an activity regularly purchases goods from a vendor, the Treasurer of that activity should set up a BRA account with that vendor which is tax exempt and have that vendor invoice the BRA for payment.

Contracting Outside Services

Some activities or programs require the services of outside companies, agencies, or individuals, who are not construed to be BRA employees, but contractors. Simple services or appearances can be covered by an exchange of emails which mutually agree on the details of the transaction. Events requiring more than one day, or more than \$600 paid in a *fiscal* year, require a contract. If the supplier has a contract form, it should be used. Otherwise, a **BRA Memorandum of Understanding** is needed. See the Contracts section of this handbook, Section 8 for a more detailed description on preparing contracts.

When \$600 or more is paid to an individual contractor in a *calendar* year, the BRA must submit a Form 1099 to the IRS. The contractor must provide a completed **W-9 form**, which is available from the BRA Treasurer or the IRS website, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The form may also be downloaded from the BRA section on Caremerge, BRA Forms.

Meals for Guests

The BRA will pay up to \$18 a person for no more than two guests in the Broadmead dining facilities. This expenditure must be part of a committee's purpose and there must be money in the budget to cover the expense. The cost must be charged to the activity leader's Broadmead account. The committee chair then requests reimbursement through the normal Request for Payment or Reimbursement process.

Refreshments for Guests and Residents

When a significant part of the purpose of an event is to encourage socialization between guests and residents, refreshments will be covered up to \$300 per event if included in the committee's approved budget. Committees may be restricted to a certain annual budget for refreshments relative to the overall BRA budget. The Chair of the Finance Committee in consultation with the Treasurer will decide on the qualification of a specific request. Refreshments should be coordinated with the Broadmead dining service's Catering Coordinator and specify which activity should be charged. Broadmead Dining Services will bill the BRA directly. The Treasurer will prepare a Request for Payment form for the Activity Leader's approval and once approved the BRA will pay Broadmead.

Expenses not Covered by the BRA

The BRA does not pay for transportation. Trip costs must be borne by the participants. Collection of trip cost should be coordinated with the Health and Wellness Center which will set up an online collection form that will individually charge the costs to the residents Broadmead account.

Requests for Payment or Reimbursement (RFP) and Invoices

An activity leader or authorized member may purchase something needed for a committee by:

- Paying for it her/himself and requesting reimbursement. When appropriate, the sales tax exemption card should be used.
- Arranging for the vendor to provide a bill or invoice to the activity leader to pass on to the BRA Treasurer for direct payment.
- In some cases, where there are frequent purchases, such as Staples, the BRA has set up an account for monthly billing.

The timely distribution of funds from the Treasurer's Office requires planning and organization. At least one week should be allowed to fulfill requests although the Treasurer's Office strives to process them

expeditiously. Deposits are processed by the activity generating the income (see below).

The **Request for Payment or Reimbursement Form (RFP)** generates payment to residents for authorized personal expenditures on behalf of their committee. It can also be used to secure an advance payment check for speakers, performers, or teachers; or to cover any invoice or bill tendered in advance.

To secure prompt reimbursement of personal outlays, submit a **Request for Payment** to the **BRA Treasurer**, along with appropriate documentation. If reimbursement to more than one committee member is involved, all should be covered on one RFP. The Request for Payment form can be obtained from a wall file outside of the Treasurer’s Office on the ground floor of the Community Center near the Library. It also may be downloaded from the BRA website, www.broadmeadbra.org/about, or from the BRA section on Caremerge, BRA Forms. *NOTE: All Requests for Payment must be approved by the appropriate Activity Leader. Any request that does not have this approval will be returned to the requestor.*

The **Invoice Approval Form** (available from the BRA Treasurer or the BRA section on Caremerge) validates a bill from a supplier and assures the BRA Treasurer that the charge is legitimate. Submit this form and the invoice to the BRA Treasurer, who will promptly pay the vendor.

Completed Request for Payment and Invoice Approval Forms should be submitted to the BRA Treasurer via the “BRA Gen’l” mailbox.

Making Bank Deposits

Bank deposits can be occasioned by charging participant fees, or by receipts at income-producing activities. **Deposit slips are obtained from the BRA Treasurer’s Office.**

Deposits of cash only: Use a single part form. When the bank gives you a receipt for your cash deposit, **clearly print your activity on it**, and submit it to the BRA Treasurer via the “BRA Gen’l” mailbox.

Single Part Deposit Ticket
DEPOSIT TICKET
PNC BANK

ACCOUNT NUMBER: 5501393941 REGIONAL ID: []
 DATE: 4/15/2019
 NAME: Broadmead Residents Assoc
 CHECKING SAVINGS CONSUMER BUSINESS
 FORM 162289
 NET DEPOSIT \$ 100.00

FOR CREDIT TO THE ACCOUNT NAMED HEREON
 CHECK OR TOTAL FROM OTHER SIDE
 SUB TOTAL
 LESS CASH RECEIVED

100 00

THIS DEPOSIT IS ACCEPTED SUBJECT TO VERIFICATION AND TO THE RULES AND REGULATIONS OF THIS BANK.
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

⑆5409⑉99⑆0⑆

5. Logistics

Broadmead Connect

Broadmead uses an online communication and engagement program called “Broadmead Connect” and is activity leaders’ first stop when planning an event on Broadmead’s Campus and subsequently advertising that event.

If you don’t already have a Broadmead Connect account, contact 443-578-x8060 or wellness@broadmead.org. Family members and friends also have access to a limited view of Broadmead Connect.

Resident Login page: www.broadmead.org/BroadmeadConnect

Family and friends: www.broadmead.org/connection

Broadmead Connect has many features, but the features that are most pertinent to Activity Leaders are the calendar feature, the “Online Requests” page, and the “Communications and Notices” section of Broadmead Connect.

Broadmead Community Calendar

- The campus calendar on Broadmead Connect provides a tool to check not only room availability, but also overall campus activity on any day/time. This comprehensive community calendar is very useful for Activity Leaders when planning an event or meeting.
 - Availability of the four main meeting spaces can be determined by performing a search using the following search “tags.”
 - #FIRE (Fireplace Room)
 - #CAB (Cabinet Room)
 - #SEM (Seminar Room)
 - #AUD (Auditorium)

Online Requests

- The online request feature provides an easy way to request room reservations, make AV requests for an event, and start a catering request for an event.
 - By completing an online request, you are also starting the process of advertising the event (if it is open to all). Prior to starting your request, please be sure to have all your information ready.

- After making your request you will receive an automated email confirming receipt of your request.
- Once the request has been approved or denied, you will receive a second automated email with information about next steps.
- Approved requests also generate automated emails to the AV setup team, room setup team and/or catering team, thereby providing necessary details for your event/meeting.
- Reservation requests can be recurring, but regular recurring events have a maximum end date of June 30.
- During the month of July committees and established groups will have priority of reserving the same room and time for the next fiscal year.
- Calendar/room space fills up fast, so prior planning is important. So, plan in advance whenever possible. The deadline for requests that require advertisement is noon on Wednesdays for the following week. However, the deadline for requests that require AV setup or catering are at least 2 weeks or longer depending on the nature of your request.
- Cancellations of events can be made by contacting wellness@broadmed.org or 443-578-x8060.

Communications and Notices

When Activity Leaders check the calendar, make an online request, and have their online request approved, it starts the process of advertising your event in the Communications and Notices section of Broadmead Connect, but also in the following formats:

- This Week at Broadmead (TWAB)
- In-house TV channels (channels 970 and 971)
- Creation of hard copy flyers to be displayed in the display racks next to the Community Center mailboxes.

More information about advertising your event can be found in the "Publicity" section of this handbook.

Buses and Trips

Buses with drivers may be rented from the Broadmead, Inc. Transportation Department. There are several buses available with different capacities. Transportation requires **three weeks'** notice. The **Broadmead Bus Request Information Form** must be used to request

rental of a bus. This form is available from Transportation or on Broadmead Connect.

Transportation will work with you to complete the form as part of the process of planning your trip around bus availability. They will also determine the fee for the bus based on estimated miles and hours.

If a Broadmead bus has been rented, be sure to cancel it or you will be charged.

If the expected number of participants requires a full-sized commercial bus, Transportation can assist with your rental from an outside vendor and bill charges directly to residents' accounts.

Remember, BRA does not pay for transportation. Costs are usually covered by calculating the amount per participant. On occasion a donor will finance a trip.

Scheduling Dining Services

Broadmead's Dining Service provides excellent catering services for parties, luncheons, dinners, appetizers, coffee service, etc. To start a request visit "Broadmead Connect" and visit the complete an online request or contact catering@broadmead.org. The catering team offers menu planning, food, food service equipment and servers, and special event setups. At least **One week's** notice is required. Charges are presented in detail in advance. They depend on the items and services ordered.

6. Speakers, Performers, Teachers, Etc.

A speaker's honorarium is usually limited to no more than \$200, however if your budget permits it can exceed that amount. Musicians' pay is based on the artist(s) and the performance. Teachers receive the market rate for one session for that type of instruction. Broadmead Residents are not eligible for compensation.

The **Request for Payment or Reimbursement Form (RFP)** must be used to request any type of compensation. (How to obtain and process this form is described in Section 4 of this document, Financial Information.) For groups, determine if individuals are to be paid. If so, each name must appear on the **RFP**. If one check is to be issued, specify how it is to be made out. See Section 4 for more information regarding how to prepare the **RFP** form.

Travel expenses are considered only for interstate travel by a speaker from a non-profit or government agency who does not receive any other payment.

If payments to an individual, exclusive of expense reimbursements, total **\$600** or more in a calendar year, they have a **tax liability** and must complete an **IRS W-9** form. Be sure your contractor fills out this form so that the BRA can complete an IRS Form 1099. Send the completed W-9 to the Treasurer in a sealed envelope.

Requesting payment in advance is a good idea. The contractor can thus be paid at the time of their appearance. Requests should be made one week in advance, but not sooner because of the risk of cancellation. If a W-9 is appropriate, submit that form with the request.

If an event must be cancelled or postponed by either party, Payment will not be made until the event actually takes place at a mutually agreed upon time.

Any engagement for **\$600** or for more than one day or multiple days requires a contract or **Memorandum of Understanding**. The Contract Section, Section 8, of this handbook has helpful instructions. For a one-day, less than \$600 engagement, an email specifying the title, place, date, and time should suffice as an agreement, as long as the conditions are confirmed in a reply from the provider.

Email is an optimal form of communication with contractors, as it provides an automatic, durable history. Surprises and disappointments can be avoided by keeping a thorough paper trail of information exchanges between the BRA and the provider/contractor.

Sample Letter

Dear Tom,

Thank you so much for agreeing to give a presentation at one of Broadmead Residents Association's "Open Forums".

The title of your lecture will be "Automation and Populist Politics". The talk will be here at Broadmead, in our auditorium on Saturday June 17, 2017 at 3:00pm. We are expecting a presentation of about 40 minutes with a 20-minute question and answer period from the audience.

Please get here at 2:15 to set up your PowerPoint presentation with our audiovisual team.

The Broadmead Residents Association does give their speakers an honorarium to show our appreciation. I hope you are able to be my guest for dinner after the lecture.

Please contact me 443-578-8455 or margswarden@gmail.com for questions or to work out any last-minute details.

Regards

Margaret Warden

7. Publicity

BM-Residents Email

The BRA listserv, bm-residents@googlegroups.com, is an easy way to get information to the Broadmead Residents who have subscribed to the list. Nearly 50% of our community does subscribe. Members of the group can send an email to bm-residents@googlegroups.com with information about an event and it will reach all subscribers. Remember that while this is quick and easy, it will not reach every resident. If you only want to reach a small audience, do not use this method. Inform only the individuals who need to know.

The Voice

“The Voice of the Residents” is published monthly, with summer (June, July, and August) combined into one issue. The Voice provides a venue to advertise events and activities taking place at Broadmead. These appear as pastel colored “boxes” interspersed among the pages. To request an advertisement, send an email to Francine Nietubicz, Information Box Manager, fnietubicz@comcast.net, with the pertinent information for the event. The information submitted should include a title, speaker name and title (if there is one), date, time, location, etc. Note that this information must be submitted to The Voice by the 12th day of the prior month in order to make the publishing deadline.

Also, if requested in advance, The Voice might send a reporter to cover your event if it is considered newsworthy – a major Broadmead event most residents would enjoy reading about.

The BRA Website, www.broadmeadbra.org

The BRA website provides an online opportunity to publicize event and activities easily. It posts information about events and activities that is easily accessed. In addition to the Voice and Broadmead Connect, event information should be sent to the webmaster at brawebmaster1@gmail.com or billhardy@comcast.net. Much of the information posted is also picked off of BM-Residence emails.

Broadmead Connect www.broadmead.org/BroadmeadConnect
“This Week at Broadmead” (Broadmead’s Weekly Newsletter)
Flyers (digital and hard copy)
B.TV Channels 970 and 971 (Broadmead’s in-house TV Channels)

Before advertising your event/meeting by any method, it is recommended that you visit Broadmead Connect. The most important reason to do this is to view the comprehensive community calendar. This calendar is not only used to check room availability, but also to check overall campus activity for the date/time of your event or meeting. Additionally, this is where you make calendar requests. Go to the “Logistics” section of this handbook for full details.

This procedure initiates a comprehensive process of advertising your event that includes the following: “This Week at Broadmead”, potentially several different pages on Broadmead Connect, the in-house TV channels and the creation of a flyer for your event.

Center of Excellence in Health and Wellness team members will work with you to create a flyer which will be used both digitally and via hard copy. The hard copies will be distributed and posted by the Center of Excellence in Health and Wellness team members. If you would like your flyer posted in other areas, please contact wellness@broadmead.org or 443-578-x8060.

If you have any questions or need any assistance please contact the Center of Excellence in Health and Wellness.

8. Contracts

Guidelines

If you have contracted for work to be done by an outside individual(s) or organization, and that work will:

- Take more than one day, or
- Cost more than \$600.00,

You will need a contract.

If the organization or individual (henceforth, “contractor”) you are dealing with has their own contract form, use it.

If the contractor does not have their own form you are going to have to write one. See the standard **BRA Memorandum of Understanding** below. The Template explains the content or the standard sections. The Sample is an example of the wording that should be included. A blank template may be downloaded from the BRA website, www.broadmeadbra.org/about or the BRA section on Caremerge, BRA Forms. After the document is signed, keep a copy for your own committee’s file and send a copy to the BRA Treasurer.

If the contracted services include anything that might result in illness or injury, the contractor may need liability insurance. Consult the BRA Treasurer if the activity involves any of the following:

- dancing,
- exercise,
- use of equipment,
- chemicals,
- or anything else that might be in any way risky.

MOU Instructions

**Broadmead Residents Association (BRA)
13801 York Road, Cockeysville, MD, 21030**

=====

Memorandum of Understanding

Between the Broadmead Residents Association

And

**Contractor Name
Street Address
City, State ZIP**

For the Period:

This may be a day or a from-to period lasting up to one fiscal year that covers the time in which the work will be done.

Scope of Work Covered:

*Define at a high level the work that will be delivered by this Memorandum. In the description, concentrate on the product to be delivered not what our contractor will need to do to get it done. **“Tom Smith will teach a photography class.”***

Be specific about dates, times and places. For example:

“The concert will take place on March 3 at 7:00 and last for about 75 minutes”.

“The class will not be held in the months of July and August, and the last two weeks of December”.

“The concert will be held in Broadmead’s Aditorium/Lounge”.

*Include information on what the BRA might have to supply in order to deliver the work. **“The BRA will supply the piano, sound system, and three music stands”.***

Compensation and Payments:

This section covers what and how BRA will compensate the contractor.

*Define the compensation type and rate. Is this an hourly or daily rate, one lump sum, or deposit and final payment? For example, “**the BRA will pay \$70.00 per class**”.*

Define how the payment will be delivered: a weekly check, monthly or one payment. It depends on what is negotiated with the other party, the type of work done and the length of the contract.

Minor Modifications to the Agreement:

Contracts may need minor modifications. Emergencies, both expected and unforeseen, occur. It is wise to make a provision to allow both parties to make minor modifications without having to re-write a Memorandum of Understanding. A statement that a contract can have minor modifications by mutual agreement, gives flexibility. The BRA has the policy that cancelled events are not paid for. Include this, or a similar, provision:

Minor modifications to this Memorandum of Understanding can be made by mutual agreement. They will be documented by email. If a class needs to be cancelled by either party, no payment for that class will be made unless it is re-scheduled by mutual agreement, and subsequently provided.

Early Cancellation:

An early cancellation clause that will let either party cancel the contract before the end is helpful for long term Memorandums of Understanding. If events occur so that one of the parties feels that they cannot continue, the only solution is to wind the effort down in a controlled and orderly way. You may need a clause something like this:

This agreement can be terminated by either party before the specified end date. In such instance, the party requesting the early termination must give the other party xx days’ notice in writing.

Signatures:

Contracts should be signed by the Committee chair, the contractor, and the BRA Treasurer. Signature lines should show the signatures, printed names, and dates signed.

Sample Contract

**Broadmead Residents Association (BRA)
13801 York Road, Cockeysville, MD, 21030**

=====

Memorandum of Understanding

Between the Broadmead Residents Association
and

The Alexandria Quartet
1 Karnak Road
Anywhere MD 12345

For the Date: Sunday September 27, 2020 at 2:00 pm

Scope of Work Covered:

We cordially invite you to perform a concert for us in the Main Lounge of the Broadmead Center which is located at 13801 York Road in Cockeysville, MD. The program contents will be as previously discussed. This is a formal concert and should last approximately an hour and a half.

Please send us at your earliest convenience your biography and pictures. Also, the program pieces and any specific notes must be sent ten days prior to the performance. Unless we hear otherwise, we will assume that you give us permission to publish this material in our program.

We have a Yamaha 6-foot grand piano, music stands and a sound system, but anything else you will need for this performance you will need to bring

Compensation and Payments:

An honorarium fee of \$250 per artist for the performance will be presented on the date of the concert. Completed IRS Forms W-9 shall be required for each Artist before fee payment and 2 weeks before the performance.

**Broadmead Residents Association (BRA)
13801 York Road, Cockeysville, MD, 21030**

=====

Minor Modifications to the Agreement:

Please be aware that the major renovation/building project began March 2019. It should not involve the Auditorium/Lounge at performance time. I will let you know at least ten days in advance of your performance if there is anything that will affect you. This and other minor modifications to this Memorandum of Understanding can be made by mutual agreement.

Early Cancellation:

This agreement can be terminated by either of the parties before the performance date specified in this agreement. Under those circumstances, the party requesting the early termination should give the other party 10 days of notice.

Signatures:

For Broadmead Residents Association:

_____ Date ___/___/___
_____ – Music Committee Chair

_____ Date ___/___/___
_____, BRA Treasurer

For the Alexandria Quartet

L. Durrell _____ Date ___/___/___
Larry Durrell

9. Forms

The following pages are copies of BRA forms that have been cited in this document. They may be copied, downloaded from the BRA website, www.broadmeadbra.org/about, or downloaded from the BRA section on Caremerge, BRA Forms. The list below indicates the section in which to find procedures for completing the form and how it should be processed.

Form	Section
IRS W-9, available from https://www.irs.gov/pub/irs-pdf/fw9.pdf	4. Financial
Request for Payment	4. Financial
Invoice Approval	4. Financial
Memorandum of Understanding	8. Contracts



Broadmead Residents Association

Office of the Treasurer

Email: bra.treasurer.one@gmail.com

Tel.: 443-578-8410

Please allow a minimum of **Seven (7)** working days for processing.

Please place completed form in the mailbox labeled "**B.R.A. Gen'l**"

REQUEST FOR PAYMENT OR REIMBURSEMENT

Please write or print legibly

Today's Date: _____

If this is a Designated Fund
please check this box.

Your Name: _____ Unit No.: _____

Budget activity to be charged: _____

Check to be made **payable to**: _____

Date of activity or expenditure: _____ Amount: \$ _____

Please explain the purpose for which the money was or will be spent.

Attach a receipt(s) and/or other supporting documents to the back.

To whom should we give/send the check? Payee You

If **Other Group Member**, Name: _____ Unit No.: _____

If **Payee**, please give address: _____

Approved by Activity Chair: (**signature required**) _____

Do not write below this line. For office use only. [9/3/21]

Check No.: _____ Date: _____ Amount: _____

Account charged: _____ Posted by: _____



Broadmead Residents Association
Office of the Treasurer

INVOICE APPROVAL

Please write or print legibly

Today's Date: _____ OK to pay? Yes No

Your Name: _____ Unit No.: _____

Budget activity: _____

Signature: _____ If this is a Designated Fund
Please check this box.

Please place all completed paperwork in the mailbox labeled "**B.R.A. Gen'l**". *Thank you.*

.....
Do not write below this line. For office use only.

Check No.: _____ Date: _____ Amount: _____

Account charged: _____ Posted by: _____

Broadmead Residents Association (BRA)
13801 York Road, Cockeysville, MD, 21030

Memorandum of Understanding

Between the Broadmead Residents Association
and

Contractor name
and
Address

For the Period: Dates and times

Scope of Work Covered:
Statement of work here

Compensation and Payments:
Compensation terms

Broadmead Residents Association (BRA)
13801 York Road, Cockeysville, MD, 21030

Minor Modifications to the Agreement:

Minor modifications to this Memorandum of Understanding can be made by mutual agreement. They will be documented by email. If a class needs to be cancelled by either party, no payment for that class will be made unless it is re-scheduled by mutual agreement, and subsequently provided.

Early Cancellation:

This agreement can be terminated by either party before the specified end date. In such instance, the party requesting the early termination must give the other party 10 days' notice in writing.

Signatures:

For Broadmead Residents Association:

_____ Date ____/____/____
Committee Chair

Print name

_____ Date ____/____/____
BRA Treasurer

Print name

For the Contractor

_____ Date ____/____/____

Print name