

Master Activities Committee
Buttonwood Bay, Sebring FL
Minutes for the Regular Meeting
November 5, 2025

In attendance:

President Terry Clark, Secretary Tresea Frazier, Treasurer Mary Ann Turcotte, EC Member/Past President Greg Frazier, Janet Erickson Member at Large

32 Committees were represented. Bean Bag Baseball and Tennis were not represented.

Quorum confirmed by Secretary.

The meeting was called to order by President Terry Clark at 3PM followed by the Pledge of Allegiance.

Opening Remarks - President Terry Clark welcomed everyone back from the summer.

Secretary's Report - Tresea Frazier. Minutes from the 2 April regular meeting were presented for approval. No corrections or additions had been submitted. Motion to approve was made by Pat Robbins, Social Hour, and seconded by Christine Hill, Winter Coffee.

Treasurer's Report - Mary Ann Turcotte. The Treasurer's report ending 10/31/2025 was distributed to all attendees. Please see MaryAnn if you have any questions. There are two new codes on the report under Year to Date totals: tx (taxes) and s (funds from Sun). "tx" means taxes were paid and included in the totals, and "s" means the funds a committee receives from Sun Communities has been included in the committee's budget balance (even if MAC has not received the funds).

Executive Board Meetings – None

Additions to Agenda – New Business Item 6. Gale Soares - Shuffleboard

Old Business

1. Sign in procedures for MAC Meetings and Venue Calendars – Tresea Frazier. Tresea reminded all chairs of the procedures for signing in at MAC meetings and thanked the chairs for their response to the November meeting notice. Nine committee chairs submitted the names of members who would be attending in their absence. She noted that all committees should have representation at every meeting. All chairs received by email a copy of the rosters for committee chairs and for committee officers. She requested that chairs review these rosters and advise her of any changes in officers or contact information.

The updated calendars have been sent to all MAC Chairs and to the MAC website. Copies will be posted in the RH kitchen, the bulletin board on the breezeway side of the RH and in the CC. One addition to add is the MAC Election for President and Vice President on Wednesday, February 25th at 4PM in the CC. She reminded everyone if they make any changes to their activity as scheduled on the master calendar to please notify her by email.

Tresea reminded everyone that all facilities are heavily scheduled and asked for flexibility in future scheduling. MAC has priority in scheduling but does not have exclusive use. She is getting more requests from residents for one-time use for special events especially for the CC and CR. It may require that an activity that meets on a regular weekly basis may have to release one day for such an event. January, February and March are very busy months, and we must all work together to share the space. All residents have the opportunity to reserve a venue as long as they go through the venue process authorized by Sun Communities and managed by MAC.

2. Required Finance Training for all Chairs and Treasurers – Mary Ann Turcotte. Finance training for all new chairs and treasurers is required. Training will be held on Friday, November 7, 2025, and again on Friday, January 9th, 2026, at 10am in the CC.
3. 990EZ Submittal to the IRS – Terry Clark. Terry advised that we filed an extension for our 2024 Form 990EZ tax return on July 1, 2025. It was granted and our new date for our return is February 15, 2026, which will be after the financial records for the FY 2024 season have been reviewed by the Audit Committee.
4. MAC Summer Activities – Terry Clark. Terry noted that there was no MAC business to conduct over the summer. Pauline Robbins, Summer Coffee, reported that all went well. They don't have a lot of attendees during the summer, but those who attended enjoyed the social time together. She also had a lot of good help. Helen Coke, Cards and Games, reported that they were very active over the summer. Bingo and Karaoke were also conducted.

New Business

1. Annual Review of MAC Financial Records (Audit) – Terry Clark. Terry advised the audit will take place sometime during January-February 2026.
2. Buttonwood Bay Directory (Denise McCartney), Website (Bob Stanionis) and Weekly Events (Cathy Armbruster/Judy Meyers) - Bob Stanionis advised that the website is full and we need to upgrade. There will be a cost for the upgrade. Bob has not received the information he needs to access the website and to make changes. He will contact the previous website manager (Bob Maron) to get this information. The other standing committee leads have not arrived in BB. The Weekly Events Flyer was published and distributed for 3-9 November.
3. Holiday Meals Plans – Helen Coke. Helen advised that the sign-up sheets for the Thanksgiving dinner will do down on November 13th in the RH. She has six new couples who have volunteered to help with the Holiday meals.
4. Request for Sun Funding 2026-2027 – Terry Clark. Terry reported that the request for funding was approved for a total of \$12,350 which is about 7% of MAC's total budget. The funds will be paid in six equal installments over the six-month period. The request included:

Holiday Meals Celebration \$3,500
BB Events Weekly Bulletin/Calendar Support \$500
Bingo (equipment repairs if needed) \$1,000
Cards and Games Support (purchase cards) \$1,000
Christmas Community Decorations \$1,000
Fishing Club \$600
Monday Summer Coffee \$1,000
Spring Fling Celebration \$1,750
50th Anniversary Celebration \$1,000 (\$200/couple)

The cover over the lake pad was a shared cost project by MAC and Sun four years ago. This year's request included the completion of the cover over the lake pad which Sun paid for and it is now finished. MAC also asked Sun to consider a shade cover in the grove area north of the pad, but this was not granted this year.

5. Café schedule for November/December – Rick Wyatt. Café Chair, Rick Wyatt, reported that the Café will open on Monday, November 10th for lunch and will be open each Monday, Wednesday and Friday in November from 11:30 to 1PM. The park maintenance crew is cleaning the area today and café workers will meet on Thursday to pull equipment out.
6. Shuffleboard – Gale Soares. Gale Soares is treasurer of the Shuffleboard Committee and spoke to the MAC about an issue with the shuffleboard courts on behalf of the committee. The discussion centered around the unsuitability of the courts for play. The committee maintains that the courts are too rough and make play impossible. Beads were purchased last year but players say they are not effective due to the rough texture of the courts. There was much discussion including the use of beads on the courts and possible other solutions. Greg Frazier, EC Member Past President, recommended the Shuffleboard Committee come back to the December meeting with a proposal/s with cost estimates for the MAC to discuss. President Terry Clark tabled the item until December 3, 2025.

Other Business

1. Greg Frazier, EC Member Past President, advised the MAC that we need to be thinking of the future. We need new people willing to take on leadership roles in MAC and we need to be thinking about replacements for the secretary and treasurer, both have served ten years in those positions.

Greg also requested members to be thinking of any projects that they feel a need for that will be of a benefit to the residents.

2. Sherry Sutkowi, Christmas Committee, reported that the Christmas season will start with decorating after Thanksgiving. She is recruiting new members to assist the committee with the decorations.

Next MAC Meeting The next meeting is Wednesday, December 3, 2025, at 3pm in the CC.

Meeting adjourned at 3:55 pm.

Minutes Approved as Printed or Corrected

_____ Date: _____