

Master Activities Committee
Buttonwood Bay, Sebring FL
Minutes for the Regular Meeting
January 7, 2026

In attendance:

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

33 Committees were represented. Sunday Night Movies was 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 and thanked the Chairs for what they and their committees are doing. He believes we have had a great start to the season.

Secretary's Report - Tresea Frazier. Minutes from the 3 Dec 2025 regular meeting were presented for approval. No corrections or additions were received. Motion to approve was made by Billie Moore, SNDC, and seconded by Pat Robbins, Social Hour. Motion carried.

Treasurer's Report - Mary Ann Turcotte. The Treasurer's report ending 12/31/2025 was distributed to all attendees. There were no questions about the report.

Executive Board Meetings – None

Additions to Agenda – None

Old Business

1. Annual Review of MAC 2024 Financial Records – Terry Clark. The financial review of MAC was completed on 6 January 2026 by Sue Rochelle, Janet Moore, and Debbie Destro. The amount and documentation of every tenth check was verified, and all cash receipts were traced and verified from the MAC internal cash receipt forms and bank deposit slips to the bank statement. The auditors believe the MAC Treasurer, Mary Ann Turcotte, is reporting and documenting the income and expenses in an accurate manner in accordance with standard accounting practices. Terry thanked the audit team for completing the audit and Mary Ann Turcotte for her role as MAC treasurer.

2. Issue 1099 Forms to all contractors earning over \$600 – Terry Clark. A meeting is scheduled for Thursday, 8 January to complete the 1099s and to file with the IRS by the Jan 15th deadline.

3. MAC Bulletin Boards – Tree Frazier. Tree reminded everyone that the bulletin boards will be in full use for the next several months. MAC does not own all the bulletin boards. There is a policy in place that has been working well. Each board has a sign indicating what may be placed on those boards. Tree asked that committees pay attention and post flyers on the appropriate boards. The south end of the post office is reserved for residents posting houses for sale or rent and other items for sale in Buttonwood Bay on one board and the other board is for business cards/flyers.

Committee posters placed on these boards will be removed. She asked committees to advertise their event on a half sheet instead of an entire 8 1/2 x 11 sheet to conserve space on the available boards.

4. Tax Form 990EZ (2024) file before February 15th – Terry Clark. Terry advised that since the audit for 2024 has been completed, the 990-EZ will be submitted to the IRS.

5. Required Finance Training for all Chairs and Treasurers – Mary Ann Turcotte/Greg Frazier. Training will be held on Friday, January 9th, 2026, at 10am in the CC. Names were read for those individuals who still need to attend.

6. Holiday Meals Report (Christmas) – Helen Coke. Helen thanked her committee and the participants for the success of the Christmas holiday meal. They served 286 meals and served 12 shut ins.

7. BB Directory – Terry Clark. Terry advised that the directory committee chair, Denise McCartney, is asking everyone to advise her by email of any individuals they see listed as current BB residents who are no longer living in the park. Please send the information to bbeventsdirectory@gmail.com. Bunny LaGamba advised they also need new addresses for residents who have moved within the park. You can give information to Bunny or send it to the email address.

New Business

1. Reminder concerning provisions in Attachment A, “Financial Operating Procedures” of the MAC Bylaws – Terry Clark. Terry reviewed sections B), C), G), and H). He requested that Chairs ensure that their committee is following these Bylaws. He also reminded everyone that the MAC Treasurer is at the Rec Hall every Monday at 7am to handle transactions.

2. February (Upcoming) – Committee sign-up sheets (February 1-14); Committee elections (Feb 16); budget forms and venue forms handed out, MAC President & VP elections (Feb 25).

Terry advised that February is a very busy month for the MAC. Committee sign-up sheets will go down February 1 in the RH. Committee elections will be held on Monday, 16 February, starting at 9am in the RH. Budget forms and venue forms will be handed out on that date, and Chairs should begin to prepare budgets for 2026-2027.

Last year there was a door-to-door flyer about MAC’s function in the park, the need for residents to participate and to sign up for committees. Volunteers delivered the flyers to each resident address. We have time to decide if we want to do the same thing this year. Please let Terry know if you think it will help.

3. Volunteers for Pres. & VP Nominating Committee. Terry needs volunteers to assist in identifying persons willing to serve as President and VP of MAC for 2026-2027. Please let him know if you are willing to serve.

Other Business

Terry Clark, President, advised that the beads purchased for the shuffleboard courts appear to be working.

Mary Ann Turcotte, Treasurer, requested that committee’s look at checks received from residents in payment costs for an event/activity. She advised making sure the date of the check is current and the written amount of the check is correct. The bank is returning all checks that are not correctly filled out and not current date. Canadian checks will not be accepted.

Next MAC Meeting

The next meeting is Wednesday, February 4th, 2026, at 3pm in the CC.

Motion to adjourn made by Bob Stanious, Computer Club, and seconded by Carla Larsh, WSE. Meeting adjourned at 3:25P.

Minutes Approved as Printed or Corrected

Date: _____