

**Master Activities Committee**  
Buttonwood Bay, Sebring FL  
Minutes for the Regular Meeting  
February 4, 2026

In attendance:

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

32 Committees were represented. Shuffleboard and 50<sup>th</sup> Anniversary were not represented.

Quorum confirmed by Secretary.

The meeting was called to order by President Terry Clark at 3:05PM followed by the Pledge of Allegiance.

**Opening Remarks** - President Terry Clark welcomed everyone.

**Secretary's Report** - Tresea Frazier. Minutes from the 7 Jan 2026 regular meeting were presented for approval. No corrections or additions were received. Motion to approve was made by Greg Frazier, Musicians/Singers, and Billie Moore, SNDC. Motion carried.

**Treasurer's Report** - Mary Ann Turcotte. President Terry Clark advised all to save any questions until the next meeting.

**Executive Board Meetings** – An EC meeting was held on 27 January. Items discussed included the review of the February agenda; confirmed dates for upcoming MAC events; adding \$400 to the kitchen budget; and actions to take when a Committee Chair fails to perform their duties as Chair.

**Additions to Agenda** – None

**Old Business**

1. 1099's submitted to IRS/Contractors – Terry Clark. Terry advised that he and Vice President Joe Knapschaefer and Past President Greg Frazier completed the 1099's and they have been submitted.
2. 990EZ (2024) submitted and accepted by IRS – Terry Clark. Terry advised that the 990EZ tax document was submitted after the audit was completed.
3. MAC Committee Reformation Schedule – Tresea Frazier. Tresea reminded everyone of the process for electing committee officers. The signup sheets are now available and will be taken up at 6pm on 13 February. The committee chairs were sent by email the schedule for elections on 16 February in the RH.
4. Venue/Budget Forms for 2026-27 – Tresea Frazier. Venue forms and budget forms were handed out at sign in. Budgets are due at the March 11<sup>th</sup> meeting.
5. MAC President /Vice President Search Committee - Terry Clark. Terry advised that a search committee has been formed: Barb Fluegel, Bob Stanionis, and Greg Frazier. He requested that anyone interested in any of the officer positions contact one of the search committee members.

## **New Business**

1. Move March MAC Mtg. (3/4/25 to 3/11/25) – Terry Clark. The calendar already shows the change, but the MAC needs to approve. Motion to change was made by Pat Robbins, Friday Social, and seconded by Janet Erickson, Book Club. Motion carried.
2. 2026-27 Committee budgets are due to the MAC Secretary by no later than 3/11/2026 but may be turned in earlier – Terry Clark.
3. Upcoming MAC Actions and Contracts – Terry Clark. Terry advised the following are due and will be paid: Sun-Biz Fla Corp Report, Directors and Officers Liability Insurance, General Liability Insurance
4. Submission of equipment and/or project proposals for consideration in the current MAC fiscal year must be submitted to the MAC President by 3/6/2026 for Executive Committee consideration - Terry Clark. Terry asked committees needing equipment or other items outside their normal budget for fiscal year ending March 31<sup>st</sup> to please submit the request in written format to the EC. The EC will consider each request and make a recommendation to the MAC at the March meeting.
5. The Bylaws of Buttonwood Bay MAC: Attachment B, Item G) state – “In the event the Chairperson cannot or will not perform their duties, the Vice Chair shall become Chairperson. A meeting of the committee shall be convened, as soon as possible, to elect a new Vice Chairperson.” This provision should be kept in mind when committees meet on 2/16/2026. President Terry Clark advised the MAC that this situation has occurred and to keep this in mind at the elections for officers. He advised that committees not elect anyone you know cannot or will not perform their duties.
6. The Executive Committee recommends the adoption of a proposal to add \$400 to the kitchen budget to purchase 18 carafes for the kitchen and/or MAC committee for their use. Tree Frazier informed everyone that she had inventoried the current carafes in the kitchen. Of the 14 on hand, 7 had to be thrown out due to severe cracks. The others were cleaned and sanitized for use. The purchase of 18 more would provide 25 total for use by MAC committees for luncheons and other gatherings. Motion was made by Tree Frazier, Floor Exercise. Christine Hill, Monday Coffee, seconded the motion. Motion carried.

## **Other Business**

Greg Frazier informed the MAC that in response to a request for additional storage for beanbag toss, he has drawn plans for a concrete pad with a 6 x 8-foot building located near the pad by the lake. This is contingent on whether additional storage is necessary. Bob LaGamba has agreed to work with the two committees involved to determine if it is needed.

## **Next MAC Meeting**

The next meeting is Wednesday, March 11, 2026, at 3pm in the CC.

Motion to adjourn made by Billie Moore, SNDC, seconded by Pat Robbins, Social. Meeting adjourned at 3:25P.

Minutes Approved as Printed or Corrected

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Date: \_\_\_\_\_