

GLASS-ED MEETING

Sunday, March 5, 2023

- I. **Call to Order-** 6:35 pm

- II. **Establish Quorum-**
Amanda Pitsch, President; Janice Smith, VP; Carmen Medina, Secretary; Tereasa Hufstedler, Treasurer; Maria Lewis, Abby Gogulski, Patti Adams, Joanne Coy, Angela Fowler, Mary Johnson, Joanne Coy

- III. **Approval of February 2023 minutes** - Abby moved to approve, Angie seconded, all approved.

- IV. **Officer reports**
 - a. President- Amanda -
 - b. Vice Pres- Janice -
 - c. Secretary – Carmen
 - d. Treasurer- Tereasa- February report: (Located at end of minutes)

- V. **Committee Reports**

Audit – Patti

Checked balance sheets. Everything correct.

Banquet Committee Report – Patti

Agyarko’s Event Center at 3054 9th St, Kalamazoo. (It was at one time Birches.)

Great central location, less work but more expensive.

The room will hold 100 people and the cost is 100.00/Hr with one free hour to set up our awards/board meeting afterwards. They have two caterers to choose from with menu options starting at \$15.00 per person. We would need 30% down to hold the space and balance due 1 month prior.

They have a wireless PA system and an overhead screen at no extra charge. Tables and chairs will be set up as we choose. Tables are round. They set up and clean up. Attached to this email are the catering menus.

If we choose this venue, we just need to decide on which food to serve.

Linens and tableware still need to be rented from the venue or purchased by us.

Here is a link with photos: <http://www.agyarkosevents.com/gallery>

Orangeville Township Hall 7350 Lindsey Rd, Plainwell

Location is further off 131, less expensive to rent and have it all day.

The fee is 100.00 for the day plus a 75.00 refundable security deposit. They have enough banquet tables and chairs to seat 80-90 people. We can use any caterer. (No alcohol) We will need to do all set up and clean up. Will need to use our PA system. A screen is available.

Here is a link with photos: <http://pinelakestables.com/orangeville-hall/>

Catering and Table Service

I spoke to Klassy Kravings Katering. They have a delivery fee of 25.00 to the hall. Plate price is plus tax, gratuity, and service fee. The total quoted for 65 meals at 22.00 pp was \$1720.00 (This is the 2 entrees, 3 sides and dinner roll option)

This is just an option. We will need to contact more caterers for menus and quotes.

Suggestions?

Table service is not included. We will need to purchase or rent table cover, plates, napkins, glasses and silverware.

Polyester linens can be purchased at 10 for \$70.00 (2 sets 140.00) Rented for \$9.00 each. Or plastic table cover, 14 count for \$20.00 (\$40.00) A plastic service for 100 (inc. dinner and dessert plates, napkins, plastic ware and cold cups) is \$110.00

We could make it a 30th birthday celebration by doing a simple dessert and drink in addition to a meal or in lieu of a meal. Maybe order from Crumbl Cookies? Is it possible that we could absorb the cost if we kept it simple?

If we do cookies or cupcakes then we will just need to purchase napkins, hot cups and cold cups from Gordons.

I think we need to secure our venue, then move forward on details from there. Thoughts?

- **Vote:** Majority says Agyarko's, open doors for us at 1pm, 2pm heavy apps. Checking bylaws about if we have to have the meeting in-person adjacent to the banquet.
- Discussion – backdrop for photos with 30th anniversary. Patti looking into it. Might need Maria's help with design.

Bylaws - Janice

Nothing to report

Clinic committee report – Amanda

Scribing clinic - over 20 attendees - went over really well! Thank you, Carmen, for arranging the web technology. We can explore this for future virtual clinics for members.

Bodywork - full with a wait list

Bit Fitting - 5 horses signed up currently for fittings, and 16 auditors. 3 of the auditors are non-members who have paid \$20 each, helping offset the fee GED is paying for facility use. Would like to get 3 more bit fitting slots filled. I have posted in the Dressage clinics in Michigan, Region 2 GMO and Grand Rapids Area Equestrian Network groups. Will continue promoting. Please share! Will give away one auditing spot at Expo. The Margaret Spencer winner(s) may also wish to use their award to participate in this session.

Breakdown of costs for bit fit clinic

\$100 for facility (GED to pay - already collected \$60 in auditing fees)

\$20/stall to Willow Ridge for stalls

\$200/bit fitting session to clinician - goal is to have at least 8

GLASS-ED Annual Show committee report – Mary

Ribbons have been ordered. I have the decals and tops for 1st places. Just need to get the pint mugs to make them

GMO committee report – Amanda

Nothing to report

Insurance – Tereasa

Nothing to Report

Marketing Committee Report - Carmen

Michigan Horse Expo

- Registered for 2023 – March 10-12
 - Work list
 - Friday – Carmen set up till 4pm; Janice 4pm till close

- Saturday – Amanda, Maria, Abby – please connect to discuss who can work which times
- Sunday – Janice and niece
- Flyer with show schedule + clinics revised – need to print (Color copies \$.55 each, black/white \$.17 each) How many do we want printed? 100x prints (most black and white)
- Updating slideshow/video from last year (hoping to play off USB this year)
- Purchased registration slips from Amazon for the bit clinic registration, Carmen has registration box
- Create a map with show locations

Website

- Updated omnibus sponsors (including YEA sponsors from 2022)
- Need to add omnibus

Emails

- Clinic email sent 2/28; L program email sent 3/2

Social

Promoting Clinics, Shows, Virtual Shows. Promoting YEA and omnibus sponsors still too. Will post about Horse Expo/Kzoo Tack Sale and omnibus pick up.

- Current followers: 1,112
- Post reach past 28 days – 3,187

Membership Committee Report – Mary

Currently have 69 members. 21 of them are new. Last year at this time we had 35 members. Very nice increase. Unfortunately, members are not attaching the breed papers so I will need to contact 38 members who listed a breed but did not send registration papers. They will not be entered in the breed without the reg. papers. The membership letter reminds them to send the papers, but few have responded.

- Discussed housing breed papers on the GLASS-ED Google Drive so we can reference them in future years.

Nominations – Abby

Nothing to report

Omnibus committee report - Mary

Omnibus is printed, wrapped, addressed and alphabetized for distribution. The advertisers are in there too. Please pick up yours and anyone that you can distribute to . This saves us on mailing.

If a member picks up for someone else, please make a note on the printed list as to who took the omnibus.

If we get sign ups at expo and tack sale- Please give them their omnibus and make a note that they have it, so I don't mail out another to them. Also have them mark on the form that they have it.

We ordered 80 this year at \$165.68. Currently mailing out 37 copies. Will turn in bill when I have the mailing cost

Rules - Janice

Point Keeper Committee report – Mary

Charts are prepared with formulas to compute the average scores and the new point scale.

Show Committee Report – Carmen

2023 Show Host Renewal Turned In:

- Wyn Farm – May 6,7
- Pine Lake – May 20
- Rivendell – May 27,28
- Willow Ridge – June 23,24 (revising entry form to take off non-member fee)
- Wyn Farm – July 15,16
- Rainbow Riders / Linda Cooper – July 22
- Countryside – August 6 (awaiting entry form and online entry form)
- Wyn Farm – August 12,13
- Pine Lake – September 9

Annual Show Date:

- June 17

Technical Delegates

- I sent an email to show hosts asking if they'd like technical delegates for their shows. Wyn actually would like them for the May show, as she has a new ring steward that might need help/have questions. Those dates are May 6-7. Anyone interested?

Questions:

- Wyn uses an online registration form. I asked her how groups that she has co-sanctioned with the past have handled liability verbiage. She said “I have not had any other groups give me a separate waiver. Anyone entering Wyn Shows just have to sign the USEF and Wyn Farm waiver. I am happy to add an GLASS-ED one as well if you have one! :)” I know that ADA gave Willow Ridge a waiver, so am surprised they didn’t for this show. Because they are signing a USEF waiver, do we fall under that umbrella since USEF is associated with USDF and we are a GMO?? How should we handle this?
 - Janice, you were going to check into this. Any information? – Working on it
- We say that all of our shows have L grads or higher. I assume this means those who are on the USDF L list up to date with education/Safe Sport? I know there is still time for L grads to become current... how do we handle it if they don’t?
 - Janice you were going to revise the verbiage in the show host rules. Please send for website when complete. – Working on it

Show Evaluations – Abby

Nothing new until closer to show season

Year End Awards report – Mary

Nothing to report yet

Virtual Shows – Tereasa

VI. Old Business:

Logo – hoping to make a decision for this year. No new action

Margaret Spencer – 2 submissions received. Recommend we award both – we have the money to do so.

– Approved. Also, offering a clinic for the next two years.

30th year – still looking for ideas

VII. New Business:

Youth Committee – Abby G.

- Agreed that we should start this committee with Abby as chair.
- Abby is on the Kent County Youth Horse Leaders Education committee. Planning a June 10th dressage clinic. Will coordinate with GLASS-ED.

Next meeting – April 2nd 6:30pm (Carmen will be gone – Maria will take over secretary duties)

Motion to close – Carmen made motion to close. Janice Seconded. Meeting adjourned 7:39p pm.

Minutes submitted by Carmen Medina, Secretary

Glass-Ed February 2023 Financial Summary

5/3 Bank					
Beginning Balance		\$20,217.98			
Checks		(\$669.99)			
Withdrawals/Debits		(\$72.00)			
Deposits		\$175.00			
Ending Balance		<u>\$19,650.99</u>			
Income:			Checks		
Barnett Omni Ad	\$25		Insurance	\$500	
Hughes Omni Ad	\$25		Patti Adams	\$69.99	
Johnson Omni Ad	\$25		Shari Wolke	\$100	
Cillela Omni Ad	\$45		USDF	\$72	
Shaffer Membership	\$55				
PayPal					
Beginning Balance		\$2,759.65			
Income		\$395			
Withdrawals/Debits		(\$155)			
Fees		(\$16.75)			
Ending Balance		<u>\$2,982.90</u>			
Income:			Debits		
Hampton Membership	\$55		Bench-Refund	\$55	dupe membership
Waldo Non-compete Membersh	\$35		Bench-Refund	\$100	L program
Bench membership	\$55				
Bunnell-Sanction Fees	\$50				
Pooler Omni Ad	\$45				
Jordan Omni Ad	\$45				
Bester Membership	\$55				
Haagsma Non-compete Member	\$35				
Wahr Bit audit-nonmember	\$20				