

Petoskey Area Hockey Association

Board Meeting Minutes

Date: November 18, 2025

Time: 6:00 PM

Location: Office of President Stephanie Jones, Petoskey, MI

1. Call to Order

The meeting was called to order at 6:00 PM by President Stephanie Jones.

2. Attendance

Present

- Stephanie Jones – President
- Chris Firman – Coaching Director
- Henry Pfeifer – Registrar
- Emma Tuthill – Secretary
- Patrick Barton – Instructional Programs Director
- Brent Bolin – Vice President
- Spencer Kurns Parents

Absent

- Doug Nowels – Equipment Manager
- Mike Heflin – Treasurer
- *(note: Treasurer listed twice in original; assumed present as above)*

3. Opening Discussion: Spencer Kurn Move-Up Request

- Reviewed the PAHA move-up policy.
- Spencer falls on the 12U team by birthdate (6th grade).
- Current team counts:
 - 14U: 14 skaters
 - 12U: 12 skaters
- 12U coaching staff must evaluate and weigh in on the move-up request.
 - Coaches and Coaching Director to contact Coach Colin for feedback.
- Rosters must be finalized by **December 21**.
- Spencer will skate with both 12U and 14U on Monday at 6:30 PM for evaluation.
- Liability waiver has already been signed.
- Formal vote to occur by next Wednesday; family will be notified accordingly.

4. Payment Plan Option

- Proposal: Payment plan option of **\$300 per month through March**.
- Plan is for one specific family regarding special circumstances and is not an option nor will be on going- Circumstances will be reviewed by board.
- Accounting can set up recurring invoices as needed.
- Motion to approve: **Henry**, seconded by **Pat**, third by **Brent**.
- **Motion passed – all in favor.**

5. Fraudulent Charges- Account Update

- Letter was sent to involved party; revised to reflect that no prior difficult conversations had occurred and included grace for payment opportunities.
- Parent responded without denying balance owed and inquired about sponsorship funds for years past.
- Maggie searched for sponsorship checks—none were found.
- Follow-up email sent on 11/18 requesting payment; no response yet.
- Further action, including involvement of authorities, will proceed as required.

6. Game Sheets

- All teams are now correctly set up in the system. 14U to contact Adray.
- Recommendation: Board members assist with game sheets next season to ensure accuracy and consistency.

7. Planning for Future Seasons

- A formal checklist system will be developed outlining key dates, deadlines, and requirements for future board members and team staff.

8. Treasurer's Report

- Monthly financial statements distributed.

- Stephanie met with Maggie regarding accounting access:
 - Primary QuickBooks admin is currently tied to **PAHAtreasurer@hotmail.com**.
 - Case opened with QuickBooks to remove this email, as access is unavailable.
 - Board will create a dedicated PAHA Treasurer Gmail account going forward.
 - Maggie is linked to both bank accounts.
 - **\$65,000** has been deposited from the Trust.
 - Referees:
 - Need tax packets, W-9s, and documentation if 1099s are required.
 - All checks must include clear memo notes.
 - Maggie is sending out all open invoices; popcorn fundraiser funds will be held temporarily so Emma can coordinate totals with Maggie.
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9. Registrar's Report

- Roster numbers will be entered into USA Hockey to populate correctly in game sheets.
 - Henry will update all remaining numbers.
 - New players are fully registered.
 - Confirm that 14U does not have two classifications assigned with accounting.
 - Several coaches still need to complete required coaching classes this week.
 - Henry to contact coaches whose certifications are nearing expiration.
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10. Ice Rink & Scheduling Updates

- The rink requested clarification on December ice bills due to high school games.
 - PAHA requested shifting 10U/12U games to the 4–6 PM time block on those dates.
 - Discussion on strengthening alignment between PAHA and the high school program.
 - Proposal: Create a coaching committee including representatives from the High School, Fed, and PAHA coaching staff.
 - Ice System platform is being used and documented.
 - Chris is building an Association-wide library of weekly practice plans.
 - Charlie, Fed, coaches, and the High School coach support this initiative.
 - **Chris to lead the Coaching Committee effort.**
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11. Instructional Programs (IP) Director Report – Patrick Barton

Little Wings

- 50% discount offered for registrations completed before December 21.
 - Includes the 11-year-old age bracket.
- Second session begins **January 4**.
- PAHA coaches encouraged to volunteer.
- Pat will coordinate with FED coaches.

Try Hockey for Free – USA Hockey

- Proposed date: **March 7**.
- One hour of ice time with volunteer support.

- Pat will lead coordination.

Stick & Puck Promotion- Options

- Flyers going into schools.
 - Bring flyer to receive free Stick & Puck admission.
 - Pat to confirm details with rink management.
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12. Communications Report

- Advertising upcoming **November 29th PAHA Skate** on social media.
 - Working on setting up a Little Caesars fundraiser.
 - Winter parade participation will be canceled due to low RSVPs and scheduling conflicts.
 - Emma will forward popcorn fundraiser information to Maggie.
 - Pat will work with Mike Gould to coordinate referees for home games.
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13. Adjournment

Meeting adjourned at **8:30 PM**.