Petoskey Area Hockey Association

Board Meeting Minutes

Date: December 16, 2025
Time: 6:00 PM
Location: Doug Knowles Office, Petoskey, MI

Attendees

- Stephanie Jones – President
- Brent Bolin – Vice President
- Chris Firman – Coaching Director
- Henry Pfeifer – Registrar
- Emma Tuthill – Secretary
- Patrick Barton – Instructional Programs
- Mike Heflin – Treasurer (Absent)

President's Report

Approval of Previous Minutes

- Motion to approve previous meeting minutes made by **Chris Firman**.
- Motion carried.

Player Move-Up / Play-Up Policy Discussion

- MAHA and PAHA move-up policies differ; MAHA discourages move-ups and prefers strict adherence to guidelines.
- MAHA guidance:
    - Associations may set their own rules but must follow MAHA guidelines.
    - A player moved up must be in the **top 25%** of the team they are moving to, as determined by the committee.
    - The player must be physically comparable to peers at the higher level.
    - Move-ups should only occur if:

        - The player is negatively impacting the quality of their current team due to advanced ability, or
        - The player is significantly larger and poses a safety concern to others.
    - MAHA advised PAHA to be cautious with approving move-ups.
- Deadline for move-up requests: **September 15**.
- PAHA exceptions:
    - Late-add players who are new to the area may be considered for a move-up if requested.
    - 6U players may play in an 8U jamboree provided there is no conflicting 6U jamboree.
    - Move-ups should **not** be considered if the team the player would leave has low roster numbers.
- 6U/8U MAHA-sanctioned events require a submitted roster; other events do not, provided the player is USA Hockey registered.
- Action item: Update PAHA policy wording to clearly address move-ups and play-ups, especially 6U/8U conflicts.
    - Clarify minimum roster size for 8U teams to bring up 6U players.
    - Ideal team size noted as **up to 9 skaters plus a goalie**.

Policy Updates

- Conduct rules and general policy language on the PAHA website need to be reviewed and rewritten for clarity. Policies will be submitted to the board for vote and approval.

Late Registration & Discount Policy

- Discussion held regarding incentives for players joining PAHA late in the season.
- In-district transfers and association transfers will not receive discounts.
- Approved discount structure:
    - **New players and late sign-ups** (Learn to Skate, new to hockey, moved to Petoskey or area.):
        - 10% discount for November registrations
        - 20% discount for December registrations
    - Little Wings to PAHA: Feeder Program
        - 50% discount for the current year
        - 35% standard discount going forward for first sessions
- Rates are subject to future review.
- Motion to approve discount policy made by **Brent Bolin**, seconded by **Patrick Barton**.
    - Motion carried unanimously.
- Action item: **Stephanie Jones** and **Henry Pfeifer** to communicate discount details clearly to new players.

Upcoming Season Planning

- A PAHA-wide meeting and player meeting will be held at the start of next season
- Will review policies, codes of conduct, costing, expectations, ect.

Ice Bill Review

- An audit and review of the past two months of ice bills is needed.
- Request breakdown of:
    - Ice time charged by the rink
    - Actual ice time used per team
    - Practice vs. game usage
- Goal is to verify billing accuracy.

End-of-Year Party

- Options discussed for hosting the event indoors and outdoors at the rink.
- Considerations include:
    - Catering/ordering food
    - Renting inflatables (contact Taylor Rental)
- Planning to continue next month.
- Action item: Look into obtaining USA Hockey patches for players as end-of-season recognition.

Treasurer's Report

- Learn to Skate Program:
    - PAHA did not fund Learn to Skate last year.
    - Review of bylaws and endowment indicates Learn to Skate funding is not required.
    - Previous years showed approximately $3,000-$4,500 was paid for the program.
    - PAHA will no longer release funds without proper documentation.
        - A formal application and justification will be required to request endowment funding.
- Action item: Patrick Barton to speak with Fed regarding Learn to Skate structure and funding.
    - Explore combining Little Wings and PAHA's Instructional Program.
- PAHA continues to pay ice costs for Little Wings.

IRS Penalty

- Two IRS penalties identified; appear invalid due to paperwork issues.

- CPA and accountant are reviewing.
- Possible late-filing payment may still be required.
- Action item: Stephanie Jones to follow up.
- Brent Bolin to assist Mike Heflin with auditing ice time billing and payments, coordinating with coaches and managers.

Registrar's Report

- 89 players are currently registered & rostered.
- Two additional players expected before roster cutoff date.

Coaching Director's Report

- Ongoing work with coaching staff to ensure proper team placement and competitive balance.
- Encouraging teams not currently using Ice Systems to adopt it.
- New parent coach joining 12U pending completion of credentials.
- 6U and 8U teams coordinating combined skill development during practices.

Coaching Policy

- Need to create a formal policy regarding:
    - Adding coaches
    - Head coach selection & assistant coach roles
    - Coach limits per team
    - Required qualifications
- Coaching Director, with coaching committee input, will have final approval authority.

Officials Report

- Referee compensation concerns discussed.
- Approved pay increases:
    - 10U: **$55 per game**
    - 11U: **$65 per game**
    - 12U: **$65 per game**
    - 14U: **$75 per game**
- Referees will be paid double when required to officiate solo.

- Motion approved, seconded by **Henry Pfeifer**.
- Motion carried unanimously.

Old Business

Jerseys

- Equipment audit completed by Doug Knowles and Katie Connolly.
- Inventory findings:
    - Over 700 jerseys total
    - Approximately 500 jerseys not currently in use
- Order was placed during the 2023 season.
- Adult XL jerseys were included; origin unclear and likely unusable.
- Action item: Explore options for surplus jerseys, including potential use by the high school team.

Fraudulent Charges- Account Update

- Communication has been had with the responsible party and President
    - Invoice my accountant will be sent out and amounts to be paid with understanding that any amount is acceptable as long as invoice is paid in full over time.

Adjournment

- Meeting adjourned at **8:06 PM**.

Minutes submitted by:
Emma Tuthill, Secretary