

Petoskey Area Hockey Association

Board Meeting Minutes

Date: October 21, 2025

Time: 6:00 PM

Location: Office of Doug Nowels, 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
- Doug Nowels – Equipment Manager
- Emma Tuthill – Secretary
- Patrick Barton – Instructional Programs Director
- Brent Bolin – Vice President

Absent

- Mike Heflin – Treasurer
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3. Fraudulent Charges Review

- Fraudulent charges from 2023 and 2024 were reviewed by the Accountant, CPA, and President.
- Total amount identified: approximately **\$2,500**.
- Actions will be taken; the Board is consulting with the association attorney and the ice rink.
- Formal notification will be sent to the accused party by the end of the month.

Forensic Review Proposal:

- Doug proposed hiring a forensic accountant to conduct a deep dive into SportsEngine and accounting records to ensure no additional funds were removed.
 - Estimated cost: **\$10,000**.
 - Further discussion and decision to be scheduled.
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4. Financial Update

- Monthly statements:
 - Accountant sent out Accounts Receivable reports based on financial sheets.
 - Balance dues are showing open, but nothing is currently past due.
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5. Team Budgets & Tournament Funding

- Historically, there has not been a firm written policy on tournament funding per team; templates and guidelines were used informally.

- The Board agreed that PAHA will set **formal, standardized team budgets** for tournaments based on past financials.
- 11UA team budget has already been set with specific tournaments in mind.
- Historically, teams have typically attended **2–3 tournaments** per season.
- Average tournament cost in past seasons has ranged from **\$800–\$1,200+** per event.

Approved Tournament Budgets by Team

- 6U: **\$2,000**
- 8U: **\$2,000**
- 10U: **\$2,500**
- 11UA: **\$3,000**
- 12U: **\$3,000**
- 14U: **\$3,500**
- These amounts are for **tournament fees**, with the expectation of team fundraising and team sponsorships to help support costs.
- An additional **\$400** per team is allocated for concessions for home games.

Motion:

- Motion to approve the above team budgets and concessions allocation made by **Henry**.
- **Emma** seconded.
- **Motion passed – all in favor.**

6. Scheduling & Rink Coordination

- PAHA will schedule desired weekends for the next season with the rink **as soon as possible** to secure ice.
 - Emma will send an email to schedule a **Team Manager meeting** to discuss home game concessions.
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7. Concessions & Payment Systems

- Issue identified with Venmo usage for PAHA-related transactions.
 - Decision made to discontinue Venmo and move to **Clover** for concessions and similar payments.
 - Stephanie will assist team managers in setting up and using Clover for concessions.
 - Discussion held regarding the need to:
 - Increase parent participation in running concessions.
 - Speak with the rink about storage options for concession items.
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8. District Tournament Assignment

- PAHA was awarded **Districts for 11UA**.
 - There are only **two 11UA teams** in the district.
 - District dates: **February 6–7**.
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9. Participation in Christmas Parade

- **December 13** – Proposal for PAHA to participate in the Petoskey Christmas/Winter Parade.

- Motion made by **Stephanie** for PAHA to participate.
 - **Emma** seconded.
 - **Motion passed – all in favor.**
 - PAHA will reach out to the **City of Petoskey**.
 - Henry will contact the **Petoskey Chamber** for parade details and registration.
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10. Concussion Protocol & Awareness

- USA Hockey is pushing increased emphasis and compliance on concussion protocol.
 - Plan discussed:
 - One team captain at older levels to address the team regarding concussion awareness.
 - Coaches at younger levels to handle communication and education.
 - Social media campaign to be launched using a designated hashtag; Emma will take photos and help coordinate posts.
 - Awards may be given throughout the year to recognize teams/participants engaged in the concussion initiative.
 - Coaches will be asked to read, review, and provide feedback on the protocol.
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11. “Sockgate 2025” – Team Socks Issue

- Pat presented a concern regarding team socks.
- After discussion, PAHA granted approval for **individual teams to purchase their own socks** on the team’s behalf, as needed.

12. Referee Scheduling – Horizon Platform

- Historically, Sarah scheduled referees for all home games.
- A platform called **Horizon** was discussed:
 - Home games are loaded into the system and pushed out to all certified referees.
 - District 7 is currently the only district not using it.
- Stephanie will obtain cost information for Horizon and bring it to the Board for a vote.
- Coaches expressed that they do **not** want to individually schedule referees; Horizon would help streamline this.
- PAHA currently pays referees **\$50 per game**.
- Pre-approval was discussed to move forward with Horizon pending cost review.

Ref Recruitment Communication

- Emma will create a social media post:
 - Promoting interest in becoming a referee.
 - PAHA will **reimburse certification costs** once criteria are met.

13. On-Ice Scrimmage & Clock Training

- For 10U and 12U:
 - Plan to keep a **10–20 minute scrimmage** at the end of practices.
 - Parents will be encouraged to use this time to practice working the game clock.
- Pat will send a message to parents regarding this opportunity.

14. Rosters, Compliance & Bench Rules

- Uploading rosters to GameSheet:
 - All teams are in and approved in USA Hockey.
 - All coaches are set up; only a few background checks are still pending.
- Requirements for parent coaches:
 - Must have **background checks**, required **coaching modules**, and **SafeSport** completed before being allowed on the ice.
 - An email will be sent to remind and enforce this requirement.
 - Head coaches are to follow up with parent coaches.
- Bench rules:
 - Children may **not** be on the bench during games unless they are there in an official capacity as a **certified coach's child** and properly rostered/cleared.
- Henry needs team managers to send:
 - USA Hockey numbers
 - SafeSport completion confirmations

15. Team Photos & Apparel Store

- **Team photos** scheduled for **December 1st & 2nd**.
- A message will be sent to **Carter's** regarding the apparel store.

16. Adjournment

The meeting was adjourned at a time not formally recorded.