

PAHA Board Meeting Minutes

Date: August 20, 2025

Start Time: 6:00 PM

Location: Doug Nowels' Office, Petoskey, MI

Attendees

- Stephanie Jones – President
- Chris Firman – Coaching Director
- Mike Heflin – Treasurer
- Henry Pfeifer – Registrar
- Doug Nowels – Equipment Manager
- Emma Tuthill – Secretary

Absent: Eric Grangood (Fundraising), Patrick Barton (Instructional Programs), Brent Bolin (Vice-President)

1. Approval of Agenda & Minutes

- July meeting minutes approved.
 - Motion: Chris
 - Second: Mike
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2. President's Report (Stephanie Jones)

- QuickBooks Upgrade

- Upgrading from \$30 → \$80/month.
 - Each team will now have its own account for budgeting.
 - **Missing Money Issue**
 - Maggie researched and reconciled.
 - Determined missing funds came from two invoices marked as paid (but unpaid) and a credit card refund.
 - Brent has related documentation via email from last year.
 - Next month: discussion on how to proceed.
 - **Financial Controls Going Forward**
 - Only President and Treasurer will handle finances.
 - Stephanie will review the past 12+ months with Maggie once full access is granted.
 - **SportsEngine Invoicing**
 - Maggie will begin sending invoices next week.
 - Spreadsheet system will track sibling discounts and payments.
 - Coaches/parents must select **Partial Payment** in the system if not paying in full
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3. Coaches & Scheduling

- **11U Ice Time Issue**
 - 11U was the only team without dedicated solo ice time.
 - Head coaches' meeting was held to adjust schedule.
 - New schedule was agreed upon.
 - Henry will send updated schedule spreadsheet to Emma for posting.

- **Team Adjustments**
 - 12U peewee team has newer coaches; skill levels will align.
 - Brent & Chris may pull some players up to 14U practices.
 - 6U/8U coach expressed issues with jamborees and ice time practices.
 - Practice times will be adjusted to accommodate for missed Sundays.
 - **14U Registration**
 - Team will remain open — no players will be turned away.
 - No 13UA team will be created as of meeting date.
 - **Tournament Deadlines**
 - Need clear dates for all major tournaments.
 - Registration for **MAHA/Adray** also required ASAP.
 - **Coaching Connections**
 - Justin & Sarah – Steph to contact.
 - Nikkie Byron – connect with Kyle.
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4. Contracts & Ice Time

- **Rink Contract** – not yet signed by ice rink owners.
- **11U Special Request**
 - 11U requested additional September practices on Tues/Thurs.
 - Concern: rink may not be staffed those nights.
 - Board approved request, but **11UA team will cover additional costs.**
 - Extra cost: \$5,000 total → ~\$360 per player.

- Registration fee stays the same; extra ice billed separately after evaluation.
 - **General Note**
 - Final ice allocation will depend on roster sizes.
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5. Events

- **Equipment Swap** – Sept 11 (Thursday), 6–8 PM.
 - **Open Ice Stick & Puck** – same night.
 - Henry will book ice and confirm if the rink allows.
 - Announcement to be sent to all families in the contact database.
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6. Treasurer's Report (Mike Heflin)

- QuickBooks + reconciliations ongoing.
 - Google Sheets used for reporting.
 - Set up **auto-enroll recurring fees and payees**.
 - Outstanding Issues:
 - Need **W9 with Tax ID** and **Form 990**.
 - Maggie requested CPA information from Brent (not yet provided).
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7. Registration Report (Henry Pfeifer)

- **Numbers as of meeting date:**
 - 13–14 yr olds: 7 registered, projecting 13.

- 11–12 yr olds: 17 registered (14 are 12 yrs), projecting 27 total (15 for 11U, 12 for 12U house).
 - 9–10 yr olds: 20 registered (some players registered on 11UA), projected 19 for 10U.
 - **Roster cap: 20 players.** If 21st registers, a notification must be sent.
 - Registration deadline: **Dec 21st.**
 - 7–8 yr olds: 14 registered, projecting 21.
 - 6 & under: 5 registered, projecting more.
 - **Roster Creation**
 - 11UA roster already built in SportsEngine.
 - Remaining teams will be added once full registration is complete.
 - USA Hockey rosters require birth certificates for 10U+.
 - Managers must submit USA-approved rosters for tournaments.
 - **Trust Request**
 - PAHA requested \$65K (ice costs) + \$15K (expenses) from trust and approval pending.
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8. Coaches Report (Chris Firman)

- **10U Select Team Additional Team**
 - Will play in a few tournaments.
 - Board voted to allow team under PAHA association.
 - Motion: Mike / Second: Doug / All in favor.
- **Head Coaches Named**

- 6U/8U – Kyle Issacson
 - 10U – Pat Barton
 - 11UA – Charles Licatia
 - 12U – Colin Price
 - 14U – Chris Firman
 - **Certifications & Training**
 - All coaches must complete USA Hockey certification **before season starts**.
 - Form required for players, parents, and coaches will be sent.
 - PAHA will discuss option to cover cost of **a membership** to Ice Hockey Systems (coaching drills) for coaches use.
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9. Fundraising (Eric absent)

- A **Fundraising Committee** will be created.
 - Board emphasized the need to stay proactive on fundraising goals.
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10. Communications (Emma Tuthill)

- Emma to send **PAHA Shared Drive** access to the entire board.
 - Emma to post practice schedule online and social platforms.
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11. Equipment (Doug Nowels)

- Team outfitting to happen **first week of practice (Oct 6th)**.
 - Practice jerseys & socks will be distributed.
 - Goalie Gear:
 - Need system for checkout/return.
 - 14U has a backup goalie needing equipment.
 - 12U may also need outfitting- Goalie player unknown at this time.
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12. Referees & Safety

- Referee training not recently offered at Petoskey Rink (last done 4–5 yrs ago).
 - Online training available, but on-ice sessions still required.
 - Managers are responsible for booking referees for games/jamborees.
 - Safety Concerns:
 - Trainer should be onsite for PAHA events (to be determined).
 - AED relocated to rink office (no longer wall-mounted).
 - Review insurance policy requirements.
 - Explore CPR training for coaches/parents.
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13. Meeting Adjourned

End Time: 8:16 PM