

# Petoskey Area Hockey Association (PAHA)

## Board Meeting Minutes

February 17, 2026

Location: Doug Knowles' Office

Time: 6:00 PM

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## Attendance

- Doug Knowles
  - Stephine Jones
  - Emma Tuthill
  - Chris Firman
  - Brent Bolin
  - Mike Heflin
  - Henry Pfeifer (arrived 6:10 PM)
  - Pat Barton – Absent
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## Call to Order

Meeting called to order at **6:06 PM**

- Motion to approve January meeting minutes: **Chris**
  - Approved by board.
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## President's Report

- Financial Assistance Application form example sent out.
  - PAHA to establish a new financial assistance fund option for next season.
  - Form to be converted to Google Doc with PAHA logo and added to website.
  - Add school information field to form.

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## Registration Process Updates

- Add **address and school district** to registration form.
  - Clarify **in-district vs. out-of-district** wording.
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## Board Elections & Annual Meeting

- All positions up for election or re-election- Four (4) board seats free:
  - Vice President
  - Communications
  - Equipment manager
  - Open Board Seat
- Need to reach out regarding filling Fundraising Chair.
- New board year begins in **July** (new seats take effect then).
- Election timeline may need to move earlier than May.

## Annual Membership Meeting

- Proposed date: **March 19**
  - 30 minutes before end-of-season party.
  - Open to all members.
  - Recap of the year.
  - Overview of board roles and responsibilities (including manager responsibilities).
  - Present election information.

## End-of-Season Party

- Taylor Rental – contact for rental items.
    - Bounce house
    - Pizza, salads
    - Concessions
  - Steph & Emma to coordinate email and social media communication.
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## 12U Adray Districts

- PAHA won bid to host 12U Adray Districts Feb 20th-22nd
- Concessions will require parent volunteers.

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## FHA & PAHA 6U/8U Games

- Proposed date: **March 22**, 12–2 PM (hHenry to email rink).
- FHA to coordinate with coaches.

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## Treasurer's Report

### Outstanding Invoices

- Mike to request an updated open invoice list from Maggie.
  - Reach out about unpaid invoices

### Popcorn Fundraiser

- Two options:
  - Issue checks now.
  - Roll funds to next year.
- Email communication to families with balances.
- Motion to approve sending both options to families:
  - Motion: **Mike**
  - Second: **Henry**
  - All in favor: Yes
- Emma to send email to families once list is provided by Maggie

### IRS Penalty

- Mike to follow up and resolve.

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## Budget Planning Updates

### Item 1 – Email & Document Storage

- Move all email accounts and document storage under Legend Bookkeeping company licensing.
  - Centralized cloud system.
  - Company would manage license reassignment during board transitions.

- Mike to review costs and prepare proposal.

## **Item 2 – Payment Process**

- Transition payments to be issued from Maggie
    - Tournament fees should be paid at time of booking- would speed up and reduce reimbursements
  - Make Maggie authorized signer on second bank account (already added to one).
  - Develop Finance SOP.
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## **Coaching & Scheduling**

- Discuss coach duties and scheduling expectations.
  - MAHA tournament list for next year is available.
    - Coaches to determine tournaments and budget accordingly.
  - Set meeting to select coaches for next season.
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## **April Meeting**

- April board meeting to focus primarily on budget planning.
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## **Registration Planning**

- Review player number count for next season-estimate.
  - Determine registration caps.
  - Set early registration date (May).
    - To be communicated at member meeting during party once confirmed
    - No payment required until fall.
  - Add address entry and school drop-down to registration form.
  - Official roster date: Start of fall season (October, prior to Game 1).
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## **Spring Hockey – 14U**

- Interest expressed at 14U level.

- If sufficient numbers:
  - Roster under PAHA.
  - Use PAHA jerseys.
  - No PAHA funds used for ice fee (player-funded only).
- Two potential routes for next season:
  - 14U B (House) – capped at top roster number.
  - 14U AA – tryout at end of March.

**Motion to approve Fall 2026/27 14U AA tryout:**

- Motion: Mike
  - Second: Steph
  - All in favor: Yes
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## **Adjournment**

Meeting adjourned at **7:41 PM**