

Petoskey Area Hockey Association

Board Meeting Minutes

Date: September 22, 2025

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)
- Patrick Barton (Instructional Programs)

Absent: Brent Bolin (Vice President)

Call to Order: 6:04 PM

Approval of Minutes: Motion by Stephanie to approve August minutes, seconded by Mike. Motion carried.

President's Report (Stephanie Jones)

- **Equipment Swap:** Expired and unsellable items were discarded; usable items retained. Remaining gear was sold to Play It Again Sports (Traverse City) for \$133, deposited to the general account. Unsold bins will be offered again.
- **State Filing:** Notice received from Michigan Government. Brent will advise on filing corporate report. Maggie is familiar with the process, though the portal has changed. Stephanie, Brent, and Mike will dedicate time to file together.
- **Banking:** Stephanie and Mike are still working with the bank to activate account cards.
- **Ice Bills:** Maggie has paid Petoskey Ice Rink. QuickBooks moved to full access.
- **District/State Tournaments:** PAHA is being considered to host (potentially Bantam or 11U, depending on team counts). Hosting requires concessions open and volunteers present. MAHA pays \$200 for ice. If

selected, PAHA will confirm rink cost arrangements with the ice rink.

- **Goalie Discount:** Motion (Henry) to approve 50% reimbursement for full-season goalies at 10U, 12U, 11UA, and 14U. Maximum of two full-time goalies per team. Refunds issued at season end. Seconded by Emma. Motion approved.
- **Team Photos:** Emma to coordinate with the photographer. Tentative dates: first week of December (Monday/Tuesday).
- **MAHA Affiliate Agreement:** Submitted and recorded.
- **Team Registration:** Henry to file USA Hockey registrations; district/state registration follows. Rosters due December 21.
- **Injury Reporting:** All injuries before November 15 must be reported to MAHA.

Treasurer's Report (Mike Heflin)

- Stephanie and Mike have access to the financial portal. Emma to gain access to assist with classifications.
- Rolled out Profit & Loss statements by team to improve financial visibility.
- Stephanie to contact Charlevoix accountant regarding updated 990 for 2023–24 filings. Will be transferred to Maggie.
- **Trust Distribution:** Anticipated \$65K. 990 and W9 must be submitted before funds can be released. Year-end may include additional distributions. High school also requested support; PAHA in favor, encouraging HS players to assist with practices and volunteering.
- August financials will be sent to the board. September numbers will reflect ice bills and income revenue.
- Once account debit cards are active, Venmo setup will follow. Motion to link Venmo to checking account—approved.
- Discussion on acquiring Square for credit card payments.
- Motion to evaluate banks and decide on a potential change—approved.

Registration (Henry Pfeifer)

- 73 players registered.
- Teams assigned with adjustments made in coordination with Chris.

- 10U registration is full.
-

Coaching (Chris Firman)

- **Adray League:** Scheduling meeting next week; \$225 fee per team due September 28. Chris, Pat, & Colin to attend.
 - **Coaching Resources:** Ice Hockey Systems subscription approved; Chris to proceed.
 - **Instructional Programs:** Pat to coordinate with Little Wings (District 7 – Diana Guynee).
 - Parents will be encouraged to assist during practices with scorekeeping/timers to prepare for games.
 - Practice schedules to be adjusted around high school games. Henry will update calendar.
 - Coaches to attend Adray scheduling meeting.
-

Fundraising

- Popcorn fundraiser will launch in the first or second week of practice (Emma coordinating).
-

Refereeing

- Ice Rink open to hosting a clinic.
 - Emma to send communications recruiting referees for home games. Rate: \$50/game.
 - Outreach needed to Gaylord and Kalkaska for additional coverage.
 - Motion to reimburse referee membership fees after working at least two games—approved.
 - “Earn Your Stripes” referee recruitment flyer in progress.
-

Additional Items

- Concessions: Rink does not charge, but specific rules apply (to be shared by Stephanie).
 - Volunteer Hours: Past requirement was 4 hours per player. Discussion on whether to reinstate, possibly limited to tournament support.
-

Adjournment: 8:35 PM