**Proctor Amateur Hockey Association**

**Board Meeting Minutes**

**Sunday, April 13, 2025**

**Members present:** Tara Talarico, Kaitlyn Burke, Charisha McGowan, Carl Burke, Stacey Dunbar, Jered Parmeter, Samanth Bender, Dave Reyelts, Beth Leonard, Jennifer Talarico, Tina McColley, Britta Kauppila, Jason Kowalzak

**Members absent:** Ann Mathieu, Alicia Muellner, Chris Stevens, Colin Bailey, Zack Golkowski, Kalee Hegg, Elizabeth Horngren

**Others present:** Kris Bryant, Joe Hochban, Tricia Menz, Katie Cotrell, Allie Talarico, Brooke Strom, Jen Hochban

President called the meeting to order at 6pm.

**Public Speakers:** None

**Minutes:** Kaitlyn made a motion to approve the 3/9/25 meeting minutes. Stacey second. All in favor. Motion passed.

**Public Speakers:** None

**President’s Report:** Ann and Tara met with the School to discuss the lease agreement, Zam drivers/Cleaning staff. The School will draft a new lease agreement. Tara connected with the new President (John) from Twig.

**Treasurer report:**  Ann submitted via email:

[Finances March 2025](https://drive.google.com/file/d/1cCVT_CK7-4f8owG7Ge7Ie-d5b3iazNvi/view?usp=drive_link)

All coaches and subs have been paid. All bills that I am aware of are paid.

I thought the district was supposed to give us money for hosting the Bantam District Tournament but I haven’t seen that come through. Does anyone know who to contact?

I believe we need to make the transaction fee go to the families at registration. These fees added up to over $3,000 this past season.

Tara, I ordered you a debit card and Neil’s has been cancelled. The bank called me the other day about it. We need to change the spotify account to be hooked to my card.

Assessments are coming in…we currently have 4 Bantams that need to pay and 2 Pee Wees. All Bantams have responded to requests for payments and when they hope to have them paid. My understanding is the 2 Pee Wees remaining have ignored all emails…can we make it so they can’t register next season until this is paid. It is a significant amount of money in my opinion.

We have a few stragglers at the Mite levels as well but these are significantly smaller amounts.

Can coordinators find out Venmo account names for the people that have credits on assessments coming to them. It is a lot easier to send that way than to cut a ton of checks. This is mostly the levels squirts and below. I have changed my mind a little on if they want to keep the credits on their account for next year as long as coordinators are ok with it and we can try to track together. Let me know your thoughts.

Tara and I met with the school about the lease. It wasn’t quite what we were expecting. The lease originally signed back in 2019 was that we paid wages all year round, we are in charge of making sure the building is clean and looking good…bathrooms, floors, windows, etc. They are not happy with the appearance of the building and for lack of a better way to say it, they blame us. They said if they rented us the ice at the going rate it would have cost us $190,200 ($200 x 951hrs) which is more than what we paid out in wages. For all of the previous season (05/01/23 - 04/30/24) it was $130,411.83 and so far this season (05/01/24 - 04/11/2025) it is $119,849.61. We will have one more payroll on this season's books. (04/18/25).

Kerry Juntunen is working on a new lease and said he would hopefully have it to Tara and I in the near future. They seem like they want to work with us, but are also disappointed in how the rink looks. I think we may need to come up with a way to implement when it is a teams assigned concessions week, maybe they are in charge of the building. Just a thought. I also think we need to come up with a checklist and a job description for the zam drivers stating what they need to clean each day and night. If they leave the building to sit in their car or do whatever in between zams, they need to be clocking in and out…we need to tighten the reins on them.

The concessions money we made from the school I would assume we will see this month.

Last thing, and this may be for a different discussion, but we need to make sure that Mite teams are playing in the same amount of tournaments. Mite 1s all did, but we had one Mite 2 team play in like 5 tournaments, 1 play in 2 and the other play in 3.

Final thing: please be asking around for someone with accounting knowledge especially at the younger levels. I will help to train them for as long as they would like.

**Ice Scheduler report:**

* Plan is to have online Player Registration open on May 1. Tabled for review at our next meeting to explore increasing registration fees slightly to cover $3000 in transaction fees and coaching fees. Goal is to open registration June 1.
* Plan is to have Tourney add placed in LPH as soon as dates & fees approved
* Proposed 2025-2026 Player Registration Fees (see below)
* Proposed 2025-2026 Tournament Dates & Fees (see below)

**Jr Mirage:** Britta reported the Mirage is expecting the same amount of teams as last season: 2 - U15 A & B, 2 - U12 A & B, 2 - U10, 3 - U8 and an unknown amount of U6 (likely 2 teams)

**Equipment Manager:** Chris submitted via email. We need additional sponsorship funds to pursue jerseys. We have $3000 from Aspirus confirmed. I have a verbal commit from the Moose for $3000. We need some additional funding though unless we can increase fees by $50 per level. I do have a potential option with another business that I will have discussions with this week and provide more info before Sunday. Recommendation made to find 2 - $1000 sponsors at each level, rather than large lump sum sponsorships.

**Fundraising Report:** Stacey and Alicia reported that the MS150 volunteer opportunity is set. We will need to fill two 5 person shifts between 12p-7p on Friday June 6th. There will be a signup.com coming out at the end of April/early May. We will receive $1000 from the MS association for volunteering as long as the shifts fill. The bean bag tournament was paused due to limited availability at the Buffalo House.

**Outdoor Rink Report:** Jered reported that the gathered pucks are in zam conex. Will look more once snow is gone again. Plan to repair the lights in plant room for Joe to replace. PAHA should expect to have to start buying these after 25/26 season. $300 a piece and we replace about 5 a year. Joe and I planned to clean out zam conex this summer. Possibly store some snow equipment in there. There is a ton of old trophies, jerseys, etc. Not sure what we want to do with those.

**Gambling Report**:

March:

Gross Receipts- 10802.00

Prizes Paid- 8467.75

Net Receipts- 2334.25

Allowable expenses- 1010.89

Total Lawful Expenditures- 2797.20 (includes 205.32 for taxes)

Monthly Budget-$6290

March was a slower month so I did not make any extra expenses unless they were mandatory. I will be looking at purchasing more products for The Boreal House this month as they are low on pull tab games. April has been pulling in more money compared to last month. I have backed off from asking legends since the calendar year starts in July for gambling so I might wait for that time to try again. We also did not have the money for it as my bank account was the smallest it has ever been ($3300). Also, the golf course should be opening pull tabs back up once they are open on a regular basis. I put my compensation in the monthly budget and I’m up for discussion about that.

I’m always looking for someone to help if anyone would be interested in looking for donations for events, could use some help planning events the week of hoghead etc. I know it’s out there but it will be here before we know it. I will actually be gone the weekend of but I feel like there is a handful that could be pretty confident by then to run some events if they are well organized/planned. I know people have asked for a kid-friendly bingo, which is legal for an annual event and as long as they are accompanied by an adult. I would also like to look at doing a bigger 50/50 raffle to possibly start selling in the beginning of summer and draw that week of. I have even reached out to an ATV dealer to see how one of those raffles works (not guaranteed but I would like to host this raffle to give back to the VFW as they have been good to us and are looking for a fundraiser to help with the building next door).

[MonthlyMembership3.2025.pdf](https://1drv.ms/b/c/8627c88e1d5c9da8/EVPy5RiPufZEq_FSJvMhetcBLAo04uUhuBnY42Onlyb_Dg?e=ehHAb8)

<https://docs.google.com/spreadsheets/d/17vaUyZZQ9lu-aPgZq8CkjLbhEEqg-zebPM-KMJpN6W0/edit?usp=sharing>

Kaitlyn made a motion to approve the April budget of $6,290. Dave second. All in favor. Motion approved.

A request was made to re-submit to the Board the gambling google sign-up. More discussion needed on how to provide Sam with compensation for all of her work with gambling.

**Old Business:**

* Mirage Jerseys - tabled
* Sub-committees to finalize policies/forms/expectations - review rough drafts - tabled due to time constraints and new members joining Board

- Zam Drivers needed

- Twig conversations - Waivered families - Twig appealed to MN Hockey regarding waivered families. We are awaiting the official result.

- Assessments - Account will need to be in good standing (registration fees paid, assessments paid, missed flooding/locker room shifts paid, jersey returned, etc. for registration)

**New Business:**

* Certify PAHA Board positions - Board Introductions and THANK YOU to all those who have given a great deal of time to our PAHA Board. New: Tricia Menz, Joe Hochban, Katie Cotrell, Allie Talarico, Brooke Strom Returning: Kaitlyn Burke, Charisha McGowan, Jen Talarico, Beth Leonard
* Charisha made a motion to approve New Board members. Kaitlyn second. All in favor. Motion carried.
* Tara appointed Ann Mathieu as the returning Treasurer until her position is filled.
* Review open PAHA Board positions - Tournament Director, Mite 2 Coordinator, continue to look for a replacement for Treasurer
* Concessions Manager - Thank you to Lauren Oliver for serving as the Concessions Manager last season. Stacey Dunbar is returning to serve as the Concessions Manager this season.
* Volunteer Hours - After reviewing the last two seasons finances related to concessions, we continue to lose money paying the association to cover the concession stand. Charisha made a motion to increase the concession buy out fee from $300 to $400. Dave second. All in favor. Motion carried.
* Mites 1&2 **-** Tina shared that she and Katie would like to be more proactive this upcoming season regarding tournaments for next year, complaints/feedback, and a plan for the new coordinators - including a message out to coaches for expectations for next season. Also, maybe a parent event to get lower level parents involved/introduced to the board, and a beginning of the season event to help new families (could be just at the Mite level). Draw in volunteers for future positions.
* Sam suggested that we change our bylaws to state that one Mite Coordinator will be appointed at the start of the season.

**Proposed 2025-2026 Player Registration Fees**

* Had discussed with Tara & Ann last season about adding Crossbar fees to player registration fees as PAHA has been absorbing the 1.99% + $0.99 per transaction fees. Not sure if we can get it completely covered (I did round up) as it really depends on the payment plan taken and it cannot be set up to just charge those fees per transaction to the registrant. The registrant just pays any credit card or bank fees. Below accounts for the 1.99% + $0.99 per transaction based on the overall registration fee so on a payment plan we would only recover the $0.99 once (on the overall and not on every payment) but we would be collecting around $2,400 more based on proposed below:
  + Bantam/15U - $725.00
  + Pee Wee/12U - $620.00
  + Squirt/10U - $475.00
  + Mite 2/8U - $260.00
  + Mite 1/6U - $210.00
    - The fundraising fees were factored into the Crossbar fees and are added & built into the total at the time of Registration to overall registration fee.

**Proposed 2025-2026 PAHA Tournament Dates & Fees**

* I believe our tournament fees are about where they should be and I propose we do not add the CrossBar per transaction fees to our registration fees. There are at least a ¼-⅓ of the teams that send a check and those are not charged a transaction fee so we would only be talking about around $800.00 anyway.

**Girls 15UA - $1,500** - Open to discussion with Mirage Board members to change this to a 10UB tourney. Please notify Kris by May 1st.

December 5-7

6 teams

4 games

**Bantam B2 - $1,150**

December 19-21

8 teams

3 games

**Proposed 2025-2026 PAHA Tournament Dates & Fees**

**Mite 2 - $400**

December 13-15

16 teams

3 games

**Pee Wee B2 - $1,050**

January 2-4

8 teams

3 games

**Pee Wee A - $1,100**

January 9-11

8 teams

3 games

**Bantam A - $1,200**

January 16-18

8 teams

3 games

**Squirt A - $1,000**

January 23-25

*6 teams*

*4 games*

**Squirt B2 - $900**

January 30-February 1

8 teams

3 games

**Mite 1 - $400**

March 14-15

16 teams

3 games

* This won’t be a popular topic, but it might be time to have a serious discussion on girls tournaments at 12U and 15U. They have become more and more difficult to impossible to fill With very few dates available on our current arena schedule to even host tourneys, are we better off filling those weekends with tourneys that do fill? The same discussion could be had at the Squirt A level as that tourney has been a struggle for the past 3-4 years. Those weekends could be used to move our Mite 1 tourney, which we typically get 16 teams registered vs. the date we currently have that struggled last year and we could not fill.
* Another discussion is should we continue to advertise our Bantam B2 and Pee Wee B2 as B2 tourneys or should we go back to just advertising at B. We have filled them, but it has been more of a struggle since we started advertising as B2. The advantage is we certainly can maintain a more competitive tournament by limiting to B2 teams, but we narrow our chances of filling. Like I said, we have filled them, but as the new shiny rink at Proctor effect wears off, it could get more difficult to fill.
* The sooner I get these advertised and on the LPH calendar increases our chances of fill them all so if we can get a decision made at this Board Meeting on dates and fees, I will get these advertised and then registration open by May 1.

Dave motioned to adjourn the meeting at 8:03 pm. Stacey second. All in favor.

**Next meeting is set for Sunday, May 18, 2025 at 6:00 pm in the Community Room.**