**Proctor Amateur Hockey Association**

**Board Meeting Minutes**

**Sunday, September 14, 2025**

**Members present:** Tara Talarico, Kaitlyn Burke, Charisha McGowan, Ann Mathieu, Colin Bailey, Alicia Muellner, Tricia Menz, Joseph Hochban, Samantha Bender, Jennifer Talarico, Chris Stevens, Beth Leonard, Allie Talarico, Elizabeth Horngren, Katie Cotrell,

**Members absent:** Carl Burke, Brooke Strom, Jason Kowalzak, Zack Golkowski, Kalee Hegg

**Others present:**

President called the meeting to order at 6:03 pm.

**Public Speakers:** John Seguin

**Minutes:** Kaitlyn made a motion to approve board minutes from 8/10/25. Alicia second. All in favor. Motion carried.

**Public Speakers:** John Seguin, TAHA President, shared that their Squirt numbers are on the fringe. They expect to have around 10 players, with no goalie or coaching staff. John requested PAHA consider combining our Squirt level players. This posed questions regarding how TAHA players would be dispersed, where would teams practice and play games, completion of volunteer hours, etc. Our board encouraged combining teams, completing volunteer hours at the association registered with, and that practice and games could be held in both locations. We also encouraged that this process would be re-evaluated each year. More discussion to come following the TAHA Board meeting in early October.

**President’s Report:** Meeting held with the School regarding cleaning of the arena. Outside companies evaluated all spaces and the amount of labor needed to meet cleaning goals/standards, determining a need for 1.5 FTE. Verbal agreement made between PAHA (0.5 FE) and the School (1.0 FTE) to split the labor costs. Anticipate an upcoming amendment to the existing lease agreement. Also, our lease begins September 1. Possibility of the ice out in May or August, rather than September.

**Treasurer report:** Can we make a push via social media for the open treasurer position. I believe we also need a tournament director. Financials sent in separate email. Three invoices are not yet paid for jersey sponsorship. Please let me know if there are any questions.

**Ice Scheduler report:**

* The league schedules are close to being complete and I should start adding the away games at some point this week. As usual though, things are still fluid and subject to change, but in almost all cases, league games are Mon-Thur so any changes should not affect much, if anything at all.
* There are still 6 Board Members that have not completed what is required for me to be able to add to our USA Hockey board roster that is required to be completed before we can roster teams. 2 of the 6 have not even gotten me their USA Hockey registration. Please get this done this week!
* Working on getting USA Hockey registration numbers for both girls and boys coaches so I can then in turn tell them what more will be required from them to be eligible to coach. As usual, this is a huge challenge as I let everyone know what I need and what they need to send me and then I have to continually send out reminders. With coaches, at some point, I will have to boot them from the ice. This is honestly for every Board member's protection as we would all be liable for any lawsuits if something happened and we did not have properly screened coaches with completed SafeSport on the ice.
* I will be filling in the rest of the October schedule at some point in the next week. I am assuming we are leaving tryouts as scheduled? If there is a change I need to get that info ASAP before I fill in the rest of the schedule for October with practices.
* Last night of Bantam tryouts (the scrimmage) will be @ Cloquet from 7:30-9:00 PM. I did talk to Colin and Dave about this and they figured we could make it work. This is also Cloquet’s final night of tryouts.
* Do we have a scrimmage opponent for the PW tryout scrimmage on October 10 @ 7:30 PM?

**Jr Mirage:** Nothing to report

**Equipment Manager:** Jerseys are ordered! Thanks to Kaitlyn for the help. We went with the company Just Game. We need to approve a logo for the apparel store. Thanks to Gabe Jorgenson and Jered Parmeter for picking up lockers for puck storage for each team. Proctor Collision has donated painting of the lockers. “A” & “C” snap patches will be ordered to snap on to jerseys. Play it Again will be stocking player socks for purchase.

**Fundraising Report:**

* The golf scramble at the Proctor Golf Course on 9/13 went well. It was full at 20 teams and raised $3462.
* Email has been sent to try and secure Christmas delivery Rustic Inn pie fundraiser.
* Kittleson order forms have been received for pizza and butterbraid sales. Sale start date is Oct. 3 with an end date of Oct. 18. Delivery is scheduled for Nov. 18.
* I’m going to set up a “make and take” craft event with Shari from Simply Craftin’ with Shari. She has a selection of signs people can choose from and she brings all of the supplies. She has a good variety of designs for different holidays, sports, etc.

**Outdoor Rink Report:**

* Shout out to Jamie Stauber for donating a training tool holder. We will hang it in one of the Connex boxes. We appreciate the donation.
* The coat hooks have been hung in the warming room. Take a peek if you haven't yet. Big shout out to Jered Parmeter and Zack Shaw for helping me get these hung.
* What are we doing with the old zamboni? We need a plan. I need access to a gas card for fueling equipment throughout the season.
* We have an outdoor work day planned for Sunday, September 28th from 10am-3pm. Are we going to provide food (Cookout) for volunteers? So far it is just Jered and myself, and we will need to get a message out to families. Can someone help with this as I dont have access.
  + There is also old equipment in the shed. What is the plan for these items? If we are keeping all this equipment. Let's add organizing the shed during the work day.
  + Do we want to keep trophies in the shed or move into the display cabinets? Ideas??

**Gambling Report**:

August:

Gross Receipts- 30214.00

Prizes Paid- 24231.00

Net Receipts- 5983.00

Allowable expenses- 1847.43

Total Lawful Expenditures- 657.31 (includes 525.75 for taxes)

September Monthly Budget-$9,000.00

August and September are busier months with two raffles going on. We hosted those this past week and they ended up being successful events. I do want to discuss that we need to get a committee to help me or I need to be done in this position. I am spending countless hours, missing my kids' events and not having many family nights. If we do not, I’m going to be done October 31, 2025 and at that point we need to find a new gambling manager or terminate the license. We need to share the gambling data at the All Association meeting with rationale for continuing.

Charisha made a motion to approve the September gambling budget of $9000. Tricia second. All in favor. Motion carried

**Old Business:**

* Open Board positions - Treasurer, Tournament Director, Mite 2 Coordinator (District would like to add a Recruitment and Retention Coordinator). Carl reviewed that the Tournament Director at this point in the season is working to fill our tournaments and get sanctioned. As tournaments draw near, collect rosters/logos from teams to build a program, purchase trophies and add gamesheet to the website for scoring.
* Registration Update - Registration numbers reviewed showing the likelihood of 2 Bantam, 3 Pee Wee, 2 Squirt, 2 Mite 2 and 3 Mite 1 teams.
* Update on coaching staff for ‘25-’26 season - Colin is working hard to find coaches, with the greatest area of struggle being the PW level. We have no returning coaches largely related to mis-treatment by parents during the season. Bringing in a PW parent to serve as a mentor, with younger coaching staff, is under consideration.
* All Association Meeting Date - September 29th 5-9:00 - Time set to coincide with practices: Mite 2 5:30-6:30, Mite 1 6:05-6:35, Squirt 6:40-7:10, Mirage 7:15-7:45, PW 7:50-8:20, Bantam 8:25-8:55

**New Business:**

* Review Code of Conducts - Charisha to reformat; add no photos/use of cell phones in locker rooms
* Review of policies:
  + Locker Room Monitor policy - Tara to reformat
  + Tryout Policy - Charisha made a motion for approval of policy. Kaitlyn second. Motion carried.
  + GoFundMe - review 10/12/25 mtg due to time constraints
  + Jerseys - review 10/12/25 mtg
  + Livestream - review 10/12/25 mtg
  + Volunteer - review 10/12/25 mg
  + Financial Hardship - review 10/12/25 mtg
* Raffle tickets - drawing scheduled for February 20, 2026 at 6:30 at the Proctor VFW, following the meat raffle from 5-6:30.
* Squirt Level- combine with Twig - discussed during public speaker portion of meeting
* Ice out at a different time. If our lease starts Sept 1 our kids should be on the ice. - discussed during President’s report
* Checking Clinic - Colin to explore dates with Chris Lonke
* Slide show for All Association Meeting: Please get all information to Tricia by Sept 20. A copy of the slide show will be sent to the board on Sept 25 for proofing before meeting.

Kaitlyn motioned to adjourn the meeting at 8:17 pm. Alicia second. All in favor.

**Next meeting is set for Sunday, October 12, 2025 at 6:00 pm in the Community Room.**