

*****IMPORTANT***PLEASE READ*****

TO: AIA Member Schools – Athletic Directors, Business Offices
FROM: AIA Executive Board & AIA
RE: Effective Fall 2025 – ArbiterPay Insufficient Funds Minimum Service Charge



**MINUTES
EXECUTIVE BOARD MEETING
August 11, 2025**

In accordance with Article 6, Section 3, Paragraph 1 of the Arizona Interscholastic Association, Inc. (AIA) Constitution, a regular meeting of the Executive Board was held on Monday, August 11, 2025, at the AIA Office, 7007 N 18th Street, Phoenix, Arizona 85020 and via teleconference.

President Missy Townsend called the meeting to order at 8:24am.

ARBITER PAY – LATE FEES

When a school's Arbiter Pay is in arrears and deficient they are sent an Insufficient Fund email advising of their Current Balance and their Insufficient Balance. This triggers a late fee invoice to the school of 8% of their negative balance. Each week the school is in the arrears it prompts additional late fees and are invoiced. In some cases, the late fee has been minimal and ineffective. So, it is being requested to create a \$20 minimum late fee for being in the arrears for Arbiter Pay to match and be consistent with the \$20 game change fee.

On a motion made, seconded and carried the Executive Board approved the above late fee.