Williston United Fútbol Club
Regular Board Meeting
Date: 08/31/2026
Time: 7:00pm
Where: Williston Parks & Recreation Board Meeting Room

NAMES OF ATTENDEES AND ABSENTEES:

1. Justin Graham, President
2. Casey Dyer, Treasurer
3. Lou Devin, Secretary
4. Shyra Van Voorhis, Registration Director
5. Meredith Delgado, Volunteer Director
6. Cassi Johnson, Communications Director
7. Cari Foss, Volunteer Director
8. Matthew Lee, Executive Director
9. Christa Vail, Director of Operations, was in attendance through zoom starting 7:20pm until the end.
10. Lenny Johnson, Director of Coach and Player Development, was absent.
11. Abraham Torres, Tournament Director, was absent.
12. Gregory Hoppe, Vice President, was absent.

Justin Graham called the meeting to order 7:05pm.

1. Welcome
2. Approval of Agenda
   New Business: adding #14: Player eligibility rules

   Shyra Van Voorhis made a motion to approve the revised agenda.
   Cari Foss seconded.
   Motion passed unanimously.
3. Approval of Minutes – August 3, 2026
   Shyra Van Voorhis made a motion to approve August 3, 2026 Minutes.
   Cassi Johnson seconded.
   Motion passed unanimously.
4. Treasurer's Report
   $41,498.65 Checking
   $104,267.84 Savings

   - Roughly $4,000 cash that needs to be deposited.

Casey made a motion to add Justin Graham, President, and Lou Devin, Secretary, to the Secretary of State filings.
Shyra Van Voorhis seconded.
Motion passed unanimously.

Casey made a motion to add Justin Graham, President, to the checking and savings account.
Cari Foss seconded.
Motion passed unanimously.

- All of Executive Director Matthew Lee's transactions are in QuickBooks now, so whoever takes over the Treasurer position in the future needs to be onboarded so they can learn QuickBooks.

5. Coach Comment
   None.
6. Public Comment
   None.

Old Business:

7. Executive Director Update
   a) Role Structure, weekly/monthly work plan and short/long term goals – tabled.
      The schedule will change when he returns from the UK because he will be enrolled in college. We will revisit this topic when he finds out his new schedule.
   b) September Clinics/Travel leave and return dates
      We are tentatively setting September 29, 2026, as Executive Director Matthew Lee's departure date.

      It was mentioned that we might need to run the tryouts without Coach Matt. It was also suggested that Coach Matt review the coaches' spreadsheet to begin organizing, identify the coaching staff, and start meeting with them before he leaves.
   c) Local School/Trainings in surrounding communities

      It was mentioned that we will work on bringing Watford City and Sidney, MT soccer clubs under our umbrella. Justin will get in touch with these two clubs and work with Coach Matt to develop a plan for what this will look like.

      It was suggested that Coach Matt attend ND soccer meetings in the future.
8. Board Meeting Action Items
   a) Tournament Director Update:
      We have a paid ad running on our Facebook page, and Shyra sent an email out to the clubs.

WPRD informed us about the new concession system they are planning to implement. We will have to revisit the concessions, but it was suggested that we move forward with organizing the volunteers.

As of right now, there are no registrations yet for the Candy Cane Club Tournament.

b) Other Director Update:

None

9. Board Member Roles and Responsibilities - Updated
   a. Director of Equipment - The position was previously changed to Director of Operations and will now return to its original title of Director of Equipment. This was voted on at our Special Meeting on August 17, 2026. The roles and responsibilities will also refocus on equipment.
   b. Vice President - This position will remain as the Board's Liaison with our Executive Director, which also includes disciplinary matters, if warranted.
   c. President - This position will serve as the Director of Operations. The roles and responsibilities include being the first person board members reach out to if they need assistance before involving additional board members, and provide direction for the board members.

It was mentioned that we want to revisit and explore ideas for character building principles that we can implement throughout our teams this season. We will discuss this at the next Board meeting. Coach Matt will narrow down 1–2 character traits that we could emphasize across our teams this season.

New Business:

10. WPRD Meeting Recap
    a. Space Usage

We will continue to partner with WPRD by helping with their Rec program in exchange for not having to pay for our field space.

It was mentioned that the MOU needs to be amended. Once the new agreement is finalized, we can revise the MOU to reflect the new terms.

b. Rec Program

We will play a significant role in operating the program. This will also give us an idea of how many kids are participating in the program and provide exposure for Coach Matt, which will also serve as advertising for WUFC and encourage families to consider joining the club.

- It was suggested that organizing and running the adult soccer league for a short season be included as one of Matt's short term goals.

WPRD mentioned that some coaches are using the name of the club to get free turf/court space for extra soccer practice. Coach Matt will bring this up at

the coaches' meeting and let the coaches know that anything outside of the club's regular practice hours and days, including any additional time they need, should be communicated to him.

- Spring and Fall Rec: Matt will run the program, and Amanda will provide whatever support or resources he needs.

c. Upkeep and maintenance of Cote Park

They will have a meeting about this and want to hear Matt's thoughts on what WPRD is lacking when it comes to maintaining Cote Park.

11. Winter Season Try out dates/Team Practice Schedule
    This has not been finalized but we have reserved field space at the arc for October 19-23.
12. Academy Format/Fee Structure
    It was suggested that we stick with 8 players for the competitive team so we can provide equal playing time. Having 10 players would make equal playing time more difficult.

    For Academy: Keep it as simple as possible. Facilitate one night of drills and one night of games. This needs to be organized and prescheduled. We will run the academy for 4–6 weeks, take a break during Christmas, and then have another academy after December.

    Matt will work on what the Academy will look like, and we will solidify this at our next board meeting.
13. Meeting/Recap Action Items
    None.
14. Player Eligibility Rules

    The board will take additional time to consider the matter before deciding.

Shyra Van Voorhis started a motion to adjourn the meeting.
Cari Foss seconded.
The motion unanimously passed.
Meeting adjourned at 9:12 pm.

Next Board Meeting: Monday, October 5, 2026 @ 7:00pm

Actions Taken Outside of Meeting:
Shyra Van Voorhis made a motion on September 8, 2026 to delay implementation of the eligibility policy until after the Winter 2026/2027 season.

Cassi Johnson seconded the motion on September 8, 2026.

Voting results:
6 Aye

4 Nay

The motion to delay implementation of the eligibility policy until after the Winter 2026/2027 Season passed on September 9, 2026.

Minutes prepared by: Lou Devin, WUFC Secretary