Williston United Fútbol Club
Regular Board Meeting
Date: 04/06/2026
Time: 7:00pm
Where: Williston Parks & Recreation Board Meeting Room

NAMES OF ATTENDEES AND ABSENTEES:

1. Jeff Dornfeld, President
2. Casey Dyer, Treasurer
3. Lou Devin, Secretary
4. Amanda Jacobson, Fundraising Director
5. Shyra Van Voorhis, Registration Director
6. Meredith Delgado, Volunteer Director
7. Cassi Johnson, Interim Communications Director
8. Lenny Johnson, Director of Coach and Player Development, was in attendance from 7:09pm in person until 9:11pm.
9. Samantha Yost, Vice President, was in attendance through zoom starting at 7:06pm until 9:13pm.
10. Abraham Torres, Tournament Director, was in attendance in person from 7:42 PM to 8:50 PM and rejoined the meeting via zoom shortly thereafter.
11. UK Coach Matthew Lee was in attendance through zoom starting at 7:06pm until 9:38pm.
12. Christa Vail, Equipment Director, was in attendance through zoom starting at 7:29pm until 8:11pm.

Jeff Dornfeld called the meeting to order at 7:06pm.

1. Welcome/Meeting Reminders
2. Approval of Agenda
   Under New Business, item #10 has been added, and the remaining items have shifted down accordingly.

   Casey Dyer made a motion to approve the revised agenda.
   Shyra Van Voorhis seconded.
   Motion passed unanimously.
3. Approval of minutes – March 3, 2026
   Amanda Jacobson made a motion to approve March 3, 2026 Minutes.
   Casey Dyer seconded.
   Motion passed unanimously.
4. Treasurer's Report
   $37,450.82 Checkings

$105,588.64 Savings

Outstanding obligations:
- $5,082.48 owed to Sport About for practice jerseys.
- $7,350.00 is owed to the Gillette Tournament for tournament fees. A check has been sent, but it has not yet been cashed.
- The initial $800 payment for visa processing has not yet been withdrawn.

Financial Discussion / Considerations:
- The board may discuss a scholarship plan for the fall season.
- Incomplete volunteer hours may provide an opportunity for additional income.
- It was suggested to explore creative ways for the club to generate additional revenue during strategic planning.
- It was mentioned that the club lost income due to not being able to host the Candy Cane Classic Tournament.

Lenny Johnson made a motion to approve the treasurer's report.
Amanda Jacobson seconded.
Motion passed unanimously.

5. Coaches comment

It was reported that the coaches meeting went well, with mostly positive feedback. The message was well received. Areas identified for improvement include communication between coaches and parents, as well as challenges with using Playmetrics.

It was suggested to discuss the role of "Team Moms" during strategic planning and to develop a formal job description.

Coach vetting was discussed, including making attendance at required meetings mandatory, it was noted that if a coach cannot commit to attending a one hour meeting, they will not be permitted to coach.

6. Public comment

None.

Old Business:

7. Executive Director Update

Expected arrival is April 2026; exact date to be determined.

Coach Matt's salary is scheduled to begin on April 15, with the first official payment to be processed on May 1, contingent upon his arrival in the United States and completion of the agreed-upon action items by that date.
Coach Matt's Action Items:
- Write and submit his job description
- Develop a coaching handbook

- Define individual goals, including:
    - Personal development goals
    - Club wide development goals
    - Financial development goals
    - Community outreach goals
    - Club and coaching development strategy
    - Plan for establishing and maintaining a positive club culture
- Create a tryout format
- Outline weekly time allocation, including in season and off-season schedules

It was mentioned that some responsibilities will start being transferred to Coach Matt, including joining Shyra on her SO360 calls, and he should write a note for himself reminding him to communicate to the appropriate person how he wants the field space to be painted, keeping in mind that he can’t have an 11v11 field.

8. WPRD Operations Plan – Tabled
9. Sports Office 365 Update – Exit Strategy

Offboarding will begin on May 1, 2026, following the submission of a 30 day notice to Jamie. The process will continue through July at a monthly cost of $670. Meetings will continue to be held every Wednesday at 1:00 PM. Coach Matt will be joining Shyra moving forward to begin the transition as part of his responsibilities.

10. Resignation – Lyndsey Tolman

Casey Dyer made a motion to approve Lyndsey Tolman’s resignation from her position.
Lenny Johnson seconded.
Motion passed unanimously.

The Board discussed the need to determine how to fill Lyndsey Tolman’s roles, either by appointing a replacement or distributing her responsibilities among current Board members. Key duties, including organizing the coaches meeting prior to tryouts and other ongoing responsibilities, will need to be reassigned. The Board agreed that a clear checklist of current responsibilities should be developed to ensure all tasks are accounted for and properly managed moving forward.

Duties:

- Samantha will take responsibility for communicating with Mike and contacting WPRDs. She will ensure proactive outreach to avoid last minute scheduling challenges and maintain regular communication regarding WPRD’s needs. Samantha will also connect with Lyndsey to confirm any additional responsibilities and support a smooth transition of both ongoing and action-based items.

- Coaches Coordinator – This role acts as a liaison between the coaches and the Board and organizes seasonal coaches' meetings. Jeff will take this on for the spring season and transition it to Coach Matt as a permanent responsibility. Lenny will assist as available. Jeff will also organize the coaches' meeting prior to tryouts.
- Coaches List – Jeff and Lenny will manage and compile the coaches list.
- Cassi will create and send communication to gather interest from potential coaches. Names will be collected, but submission does not guarantee selection. The deadline to express interest for the season is April 17, 2026.
- Oversight of coaches' requirements will continue through the Sports Office, with tracking currently being managed by Shyra.

11. Strategic Planning (May 2)
    Firehall – Abraham will reserve this space for our meeting on May 2, from 9:00 AM to 4:00 PM. Casey will place the order for food.
12. Concessions: Ballin Tourney/Water World
    We will no longer be participating in the Ballin Tournament. Meredith and Amanda will coordinate communications for those who have signed up. It was also confirmed that we will not participate in Waterworld concessions.

    It was noted that this is a good opportunity to discuss volunteer hours and potentially form a volunteer committee. It was also mentioned that in Hockey, 50% of required volunteer hours are typically completed through concessions.
13. Band Day
    We are still in good standing for this event. We need to be signed up by May 1, and we have the floatie and all necessary materials prepared. Weekly rotation reminders will be sent out to help manage and track volunteer hours.
14. Spring Try out
    Cutting Field is already reserved for us.
    - Shyra will email the Tryout schedule.
    - Coaches will do a brief presentation and hold individual parent meetings for each of their teams on May 6 and 7 (the last day of tryouts). The parent meeting will take place during the first 30 minutes of the tryout, and coaches will be advised to note all parents who attended.
15. Ice and Turf Facility
    They are getting ready to send out pamphlets to secure sponsors. Jeff will email everyone regarding the floor plan, and there is a possibility that the turf will open earlier than the rest of the facility. It was also mentioned that no office space for soccer has been mentioned, and Jeff will follow up with them regarding this.
16. Spring rec soccer

Jeff will let us know if Rec needs more help.

17. Summer Coaches Update
    Questions were raised on how to ensure the right people are being brought into the club to lead the kids appropriately, with a focus on establishing a standardized process. Jeff will communicate further with Lyndsey regarding the existing list, and we will begin the background check process.

Casey Dyer started a motion to adjourn the meeting.
Shyra Van Voorhis seconded.
The motion unanimously passed.
Meeting adjourned at 10:06 pm.

Next Board Meeting: Monday, May 11, 2026 @ 7:00pm

Minutes prepared by: Lou Devin, WUFC Secretary