Williston United Fútbol Club
Regular Board Meeting
Date: 03/03/2026
Time: 6:00pm
Where: Williston Parks & Recreation Meeting Room 3

NAMES OF ATTENDEES AND ABSENTEES:
1. Jeff Dornfeld, President
2. Casey Dyer, Treasurer
3. Lou Devin, Secretary
4. Lyndsey Tolman, ARC Liaison and Coaching Director
5. Christa Vail, Equipment Director
6. Meredith Delgado, Volunteer Director
7. Samantha Yost, Vice President, was in attendance through zoom starting at 6:00pm until 8:21pm.
8. Amanda Jacobson, Fundraising Director, was in attendance through zoom starting at 6:00pm until 9:41pm.
9. Lenny Johnson, Director of Coach and Player Development, was in attendance from 6:48pm until the end.
10. Abraham Torres, Tournament Director, was in attendance through zoom starting at 6:10pm until the end.
11. UK Coach Matthew Lee was in attendance through zoom starting at 6:00pm until the end.
12. Cassi Johnson, Interim Communications Director
13. Shyra Van Voorhis, Registration Director, was absent.

Jeff Dornfeld called the meeting to order at 6:05pm.

1. Welcome/Meeting Reminders
2. Approval of Agenda
   Item #7 was moved to Item #3, and the remaining agenda items were renumbered accordingly.

   Casey Dyer made a motion to approve the agenda.
   Lyndsey Tolman seconded.
   Motion passed unanimously.
3. Interview – Communications Director
   The board conducted an interview with Cassi Johnson for the Interim Communications Director position. Following the interview, discussion was held among board members.

Christa Vail made a motion to appoint Cassi Johnson as Interim Communications Director.
Lyndsey Tolman seconded.
Motion passed unanimously. Cassi Johnson was appointed Interim Communications Director and will assume the position immediately.

4. Public Comment
   Several parents shared comments and concerns. Discussion was held, and the board acknowledged the comments. No formal action was taken.
5. Approval of Minutes – February 3, 2026
   Casey Dyer made a motion to approve February 3, 2026 Minutes.
   Christa Vail seconded.
   Motion passed unanimously.
6. Treasurer's Report
   $44,023.61 Checkings
   $104,872.35 Savings

   Amanda (Concessions): $6,252.50 cash on hand
   Casey: $950 cash on hand

   Outstanding obligations:
   - $5,082.48 owed to Sport About for practice jerseys.
   - $7,350.00 amount owed to Gillette Tournament for tournament fees.

   It was mentioned that the board should review the practice jerseys at the upcoming Strategic Meeting.

   It was stated that Justin Graham needs to be removed from the Williston United Futbol Club bank account.

   Casey Dyer made a motion to approve the removal of Justin Graham from the bank account.
   Lyndsey Tolman seconded the motion.
   Motion passed unanimously.

   Lyndsey Tolman made a motion to approve the treasurer's report.
   Christa Vail seconded.
   Motion passed unanimously.
7. Coaches comment
   It was mentioned that one of our athletes recently lost his father and suggested that the club do something to show support and care for him. The board agreed to consider this suggestion, contingent on obtaining permission from the athlete's mother.

Old Business:

8. Executive Director
   The file sent via email will serve as the official employment contract for Coach Matthew Lee as Executive Director. The board agreed to table the item to allow members time to review it. Jeff will open a poll for all members to vote, which will remain open until Sunday, March 8.
9. WPRD Operations Plan
   Tabled.
10. Sports Office 365 Update
    Jeff reported to the board on a phone meeting he had with Jamie last week. Jamie shared his perspective, noting that he stands by his employees and acknowledged that he made some mistakes affecting the club. Jeff mentioned that when Jamie originally took over the club's account, things ran smoothly and tasks were completed quickly. However, the account is now being handled by five different people, and the transition was not communicated to the club.
    Jamie emphasized that the club is currently paying the lowest rate, so even if the club requests fewer services, the price cannot be reduced further. He offered options for offboarding: three months of transition or one additional month at 50% off, both requiring 30 days' written notice.

    Jamie also mentioned that the club's operations are currently too centralized on Shyra. Coaches are sending their rosters directly to her, which Jamie indicated should be the responsibility of the coaches or the "team mom". It was noted that, because the club relies on volunteers such as the coaches, the board struggles with how much responsibility can be placed on them.

    Jamie acknowledged that the club is ready to end its relationship with Sports Office following the hiring of Coach Matt. The board mentioned, however, that if the club proceeds with ending the relationship, Sports Office still manages all teams for tournaments and guest players, which must be taken into account during the transition.

    Jamie suggested decentralizing responsibilities from Shyra and establishing firm deadlines for roster submissions. Jeff will discuss these recommendations with Shyra. The board will review the Sports Office relationship and any related operational changes at the April Board Meeting.

New Business:

11. Candy Cane Classic Tournament
    The final dates for the event were confirmed as December 4-6. Lyndsey will book these dates.
12. Coach Meeting/Dinner – cater at the ARC
    Coaches of recreational spring soccer teams will have 10 volunteer hours credited if they sign up as a head coach for the team.

The board acknowledged the Party Planning Committee’s decision to purchase gifts for the coaches instead of holding a dinner.

A post season meeting for coaches will also be planned by Lyndsey.

13. Volunteer Hours
    The following opportunities currently being offered for volunteer hours:
    - Coaching Bags
    - Band Day
    - Recreational Spring Soccer (head coaches receive 10 hours, only Saturdays for concessions)
    - Ballin’ in the Basin Concessions (14+ age)
14. Equipment Inventory
    Christa will review the club’s inventory in the coming weeks and report back to the board. She will also coordinate with Meredith regarding volunteer hours.
15. Finalize Guaranteed Summer Tournaments/Send Communication
    It was mentioned that many North Dakota teams are opting out of Grand Forks as it is not considered highly competitive. The board is exploring Regina as an alternative, which offers more competitive play and is closer than Fargo.
    Overall, the board acknowledged the value of pursuing more competitive tournaments. It was suggested that Fargo, Billings, Rapid City, and/or Regina could provide the most competitive opportunities. Additionally, it was suggested that Coach Matt could take some teams to Fargo, while Lenny could take other teams to Regina.

    It was also mentioned that the lower-level teams should consider playing in Jamestown, which hosts a jamboree.

    The board confirmed that Billings, Fargo, and Rapid City will be guaranteed tournaments. If a significant number of families are unable to attend Fargo, Regina may be offered as an alternative. This option will not be publicly announced, but the coaches will be informed.
16. Finalize Summer Tryout Dates: May 18-28 (Academy style per age group), Cutting Field
    Lenny reported that the club has been offered the use of WHS Legends Field. If the club wants to run full size soccer games, the field is available.

    Clinic Dates (Tentative): The week of April 13 and April 20, contingent on Coach Matt’s arrival.
    Tryouts: The week of April 27 and the first week of May.
17. Schedule Strategic Planning Meeting
    Scheduled for May 2, 2026, from 9am – 4pm. Lyndsey will book the ARC Board Meeting Room.
18. Coach Vetting Process

It was mentioned that the club already conducts background checks for all coaches. The board decided that attendance at the Coaches Meeting will be mandatory going forward; coaches unable to attend must meet with Lyndsey individually.

Coach Matt will play a significant role in this process. Expectations need to be clear, and coaches need to know who to go to.

19. Director Updates/Comments
    Amanda is working to recruit volunteers to help run the Ballin' in the Basin concessions, which requires approximately four people to run successfully. Amanda has already confirmed dates with the golf course for the club's golf fundraising event.

    It was mentioned that many decisions are not finalized until Jeff or Lenny provides input, and they are often absent from the discussion chat. In response, they acknowledged this and mentioned that using the GroupMe app is a challenge for them, but they are actively working to do better.

    The board emphasized that any concerns or frustrations should be addressed with the full board. Members are asked to refrain from discussing problems individually and instead bring all issues directly to the board.
20. Meeting Recap/Action Items
    Lou will compile all action items from the meeting and distribute them via email.

Casey Dyer started a motion to adjourn the meeting.
Christa Vail seconded.
The motion unanimously passed.
Meeting adjourned at 9:52 pm.

Next Board Meeting: Monday, April 6, 2026 @ 7:00pm

Minutes prepared by: Lou Devin, WUFC Secretary