

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Open Cup and Open League meetings
- Reviewed Technical Director applications
- Alford Group meeting with staff
- Technology Committee meeting
- Budget Planning and 2011-2012 Review
- Cup Status and review
- Recreational Cup planning with staff
- Board of Directors meeting planning for April 4th session
- Annual General Meeting planning May 19, 2012
- Human Resources review with staff
- Members Services meetings and staff review
- Spring State League Plus review with staff
- Planning for Elite Player Development events summer 2012

TECHNICAL DEPARTMENT

Technical Advisor – Gary White

- No Report Submitted

Director of Youth Development – Darren Sawatzky

- Technical Meeting
- Review of Technical Director position meeting
- Elite Player Development training schedule
- Elite Player Development competition schedule/future event review
- Elite Player Development player/parent emails/phone calls
- Elite Player Development 2013 event planning

Technical Administrator – Kimberly Grant

- Elite Player Development continued development
- 2012 Coaching Education Development
- Pacific Coast Invitational Preparation
- New “E” License Curriculum

Competition Development Manager – Matt Moran

- Dealt with State Cup issues
- Communicated to teams representing Washington at US Youth Soccer Regional Championships
- Attended Directors of Coaching meeting
- Working on Futsal Cup
- Met with potential sponsor
- Negotiated free jerseys for Washington Youth Soccer Recreational players

Competitive Programs & Business Practices Advisor – Todd Lincoln

- No Report Submitted

Apparel & Programs Specialist – Serwaah Fordjour

- National “C” License Course
 - Finalize candidate paperwork
 - Send paper to work to US Soccer
 - Create National “C” License procedure manual
- Elite Player Development
 - Process scarf orders
- Spring League Plus
 - Contact participating teams

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered phone calls and emails to put members in touch with staff members for more assistance
- Emailed Soccer Operations Committee members to follow-up on action items from the 3/17 meeting
- Provided edits and review to various written communications surrounding US Soccer Foundation’s Soccer for Success grant announcement
- Contacted association and district board members to coordinate BoardSource member account setup – a huge **thank you** to Seattle Youth Soccer Association, Tri-Cities Youth Soccer Association, Highline Soccer Association, Northshore Youth Soccer Association, Lower Yakima Valley Youth Soccer Association, Whatcom County Youth Soccer Association, South Snohomish County Youth Soccer Association, Spokane Valley Junior Soccer Association, Snohomish Youth Soccer Association, Yakima Youth Soccer Association, North County Youth Soccer Association, and District 3!
- Continued developing community soccer meetings concept and outline of staff/support needs
- Shared social media content with marketing department
- Posted updated WA Youth Soccer proposed bylaws amendments document to the [Governance page of WashingtonYouthSoccer.org](#)
- Reviewed policies for Tri-Cities Youth Soccer Association
- Worked with marketing department to address website issues with PDF documents
- Posted 1 new **Set Plays** blog post - [What Can Your Board of Directors Do to Reduce Financial Risk?](#)

Meetings

- Meeting with staff and board members to discuss field development

Member Services & Outreach Coordinator – Heather Turney

Soccer for Success:

- Memorandum of Understanding and School Agreements
- Meeting with Communities in Schools Collaboration
- Sponsorship/Partnership Development
- Grant Research
- Marketing Development

TOPSoccer:

- Coaching Clinic Development
- TOPSoccer Competition Announcements
- Korrio Management
- Spring Program Development

Community Outreach:

- Puget Sound Grant Writers Meeting
- Anti Gang Spring Date
- Teacher Credit Hour Development

Region 5 Director of Member Services – Ron Witherup

- No Report Submitted

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Continued planning and preparations for AGM and Annual Awards Luncheon
- Managed social media
- Continued working on potential sponsorship with Shutterfly
- Switched to Facebook timeline
- Coordinated editorial for April PlayOn!
- Meeting with staff and board members to discuss field development
- Reviewed various web updates and program content
- Followed up on possible event with Tacoma Rainiers

Marketing & Events Assistant – Kristen Phillips

- Updated club/association contact information in website directory
- Managed social media
- Of the Year Awards preparation
 - Correspondence to Selection Committee
 - Compiled applications to be sent to the Selection Committee
- Mailed Spring State League Medals to Bainbridge Island
- Order/picked up Spring State League Medals
- Meeting with staff and board members to discuss field development



Webmaster/Graphic Designer – Jinger Hendricks

- Web updates
- Facebook timeline graphic for WA Youth Soccer & TOPSoccer
- Odyssey wrap graphics
- Updates to slides and graphics on website
- 3x20 foot WA Youth Soccer banner
- TOPSoccer 3x5 foot banner

Spanish Translation / Front Desk Support – Maria Zuniga

- Translating Regional Club Code of Conduct Document
- Administrative Support

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices – Checks Cut Friday
- Accounts Receivable Invoices
- Reported registration numbers to US Youth Soccer
- Disciplinary misconduct processing for State League
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website
- Prepare for the new month, Journal Entries, Recon of PayPal, prep player fee invoicing

Administrative Assistant – Paula Vixie

- Processed mail and logged checks
- Various clerical tasks
- Assisted Technical Department
- Shipped medals
- Logged checks
- Meeting set up/clean up