

EXECUTIVE OFFICE

Chief Executive Officer/Executive Director's Office – Terry Fisher

- Meeting with Karl Grosch—history of Girl's soccer in Washington Youth Soccer
- Staff Meeting
- Adidas meeting
- Ron Witherup meeting
- Annual Player Fee Meeting review
- District 6 Conference call regarding dissolution process with Yolanka Wulff
- Hispanic Marketing Meeting with Elizabeth Flannery
- Budget meetings with staff
- Staff Reviews with the Technical Department
- Preparations for meetings in Boston at US Youth Soccer Workshop
- Regional Club League planning meetings with staff
- Cup reviews with staff
- Board Of Directors Meeting review and planning
- Spring State League 2012 planning

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Elite Player Development continued development
- National "C" License Preparation
- 2012 Coaching Education Development

Director of Youth Development – Darren Sawatzky

- Elite Player Development training schedule
- Elite Player Development competition schedule
- Tacoma Pierce County Junior Soccer Association Awards ceremony
- Technical meeting

Technical Administrator – Kimberly Grant

- Elite Player Development continued development
- National "C" License Preparation
- 2012 Coaching Education Development

Competition Development Manager – Matt Moran

- Reminding membership about State Cup registration deadline of February 13
- Responding to State Cup related questions (judicial, scoring, registration, rule interpretation, etc.)
- Preparing for Founders Cup semis/finals
- Gathering concussion information for US Youth Soccer Workshop

Development Coordinator – David Griffiths

- No Report Submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League Scheduling
- State League Scheduling

Apparel & Programs Specialist – Serwaah Fordjour

- Inventory of Elite Player Development Uniforms
- Updated Coaching License Databases
- Began Preparation for National “C” License Coaching Course

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Phoned and emailed members who attended the Annual Player Fee Meeting to follow-up on questions asked at the meeting
- Assisted in review of draft Annual Player Fee Meeting minutes
- Provided website content edits
- Supplied Vashon Island Soccer Club board members with example codes of ethics and conduct
- Emailed update on 501(c)(3) and WA Nonprofit Corporation statuses of District 1 member organizations to District 1 Commissioner
- Posted 4 new blogs posts at *Set Plays* – [The Importance of Goal Safety](#), [Picture It: How Forty Carrots Keeps Board Members Engaged](#), [Free BoardSource White Paper on Essential Nonprofit Documents](#), and [How Diverse is Your Board?](#)
- Prepared materials for District 6 corporate dissolution webinar

Meetings

- Participated in LinkedIn webcast: *How to Build your LinkedIn Company Page for Business Success*
- Met with Kim Calkins about local soccer organizations’ structure

Member Services & Outreach Coordinator – Heather Turney

- Meeting for Community Coaching Summit
- Grant Development for TOPSoccer and Soccer for Success
- Community Partnership Development for Community Programs and Associations
- TOPSoccer Coaching Clinics Development for 2012-2015

Region 5 Director of Member Services – Ron Witherup

- District 7 Seamless Soccer Meeting
- District 5 Referee Assigning Association meeting
- First weekend of Spring District 5 League Games
- District 5 Futsal tournament coordination with State Office
- Meetings with various clubs regarding seamless soccer in area

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Review of Annual Player Fee Meeting event and venue
- Edited, coordinated staff review & coordinated Spanish translation for February PlayOn! articles
- Edited and published blog post for The Game within the Game
- Continued work with American Eagle on new website
- Worked with Sounders FC on dates for ticket sale specials
- Marketing department call with American Eagle
- Managed social media
- Emailed attendees of “Social Marketing” presentation at Annual Player Fee Meeting with follow-up and presentation
- Continued review of staff edits for pages of new website

Webmaster/Graphic Designer – Jinger Hendricks

- Various web graphics for new website including:
 - Sounders Ticket Offers banner
 - Player Development Graphic
 - Slide design for home page
- Start “Elite Referee Development” logo design
- Start Futsal flyer design
- Continuation of editing new site
- Various web updates to current website including
 - Coaching courses added
 - Futsal Registration page added to current website
 - BOD Meeting Minutes uploaded

Marketing & Events Assistant – Kristen Phillips

- Finished uploading directory contact information on new website
- Annual Player Fee Meeting review
- Created Facebook and Twitter posts
- Marketing Department call with American Eagle
- Hispanic Marketing Meeting.
- Meeting with Karl Grosch—history of girl’s soccer in Washington Youth Soccer
- Preparation for Founders Cup
 - Pins
 - Trophies
 - Scarves
- Picked up Challenge Cup trophies, pins and medals
- Picked up State Championships pins and medals

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- *PlayOn!* Translations
- Spring State league Spanish content



FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Phones/Reception
- Finished Risk Management project
- Preparing for the Founders Cup
- Various clerical projects as needed