

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Preparations for APFM
- Budget reviews
- Recreational Cup review
- Cups 2013 Review
- HR meetings
- Technical department planning
- Soccer for Success meetings
- Planning for BOD meeting January 25, 2013
- Risk management meetings and planning
- Budget reviews with staff
- Marketing meetings
- Communications Plan review with staff
- Meetings with Varsity Communications

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development rosters
- Elite Player Development training/comp
- Technical meeting

Program & Event Manager – Kimberly Grant

- Meeting with Director of Coaching Education Director
- Preparation for US Soccer E/D License Workshop
- Region IV ODP Championships Preparation

Competition Development Manager – Matt Moran *Out of Office 12.19.12-12.21.12*

- Communicating to State Championships, Challenge Cup, Founders Cup, & Rec Cup teams
- Creating and distributing schedules
- Finalizing details for new sponsors

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League Spring Scheduling
- Regional Club League Reschedules Winter
- Regional Club League meeting notes, RCS Meeting and DOC Meeting

Recreational & Select Programs Coordinator – Kim Calkins *Out of Office 12.21.12

- Responded to general Recreation & Select Inquiries via email/phone/web
- *Soccer for Success* training
- Recreation Association outreach
- Rec planning for APFM

Apparel & Programs Specialist – Serwaah Fordjour

- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio



MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

- No Report Submitted

Member Services & Outreach Coordinator – Heather Turney

- No Report Submitted

Region 5 Director of Member Services – Ron Witherup

- No Report Submitted

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips *Out of Office 12.21.12*

- Updated Club/Association contact information in website directory
- Managed social media
- Annual Player Fee Meeting preparation
 - Wrote/edited documents
 - Posted documents to website
 - Mailed CDs to Association Presidents, BOD and Commissioners
- Embassy Suites meeting