EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Preparations for Board of Directors meeting
- Preparations for Annual General Meeting
- Planning for BOD elections
- Preparations for Awards Luncheon
- Budget meetings with staff
- Far West Regional League meetings
- Spokane meetings with staff
- Cups review with staff/planning 2013-2014
- Marketing meetings with staff
- Select meetings with staff
- Review RCL with staff
- Risk management discussions with staff
- Referee programs meetings with staff
- Recreational planning with staff
- Coaching education meetings with staff
- Planning UPS Memorial Weekend EPD event
- National Cups travel planning and execution
- *Soccer for Success* review/budget/planning
- Member Services meetings and planning
- Portland Metro League discussions
- Sponsorship meetings and review of marketing partners

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- Continuing work with the skills test
- Annual General Meeting
- Attended Girls Elite Player Development practice girls practices
- Finalizing the Elite Player Development Memorial Day event

Director of Coaching Education – Shannon Murray

- No Report Submitted

Program & Event Manager – Lacey Schreiner

Elite Player Development

- Finalizing numbers for University of Puget Sound
- Planning and finalizing coaching sessions schedule
- Tracking all registration and RSVP's

Coaching Education

- Certificates, rosters, and profitability reports for Whidbey, TCYSA, Auburn
- Scheduling and planning for the Starfire course

Competition Development Manager – Matt Moran

- Communication to confirmed and potential wild card teams for Regionals
- Meeting/demo with app company
- Annual General Meeting
- Signed renewal sponsorship with Sports Authority

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Annual General Meeting support
- Regional Club Subcommittee meeting and notes

Recreational & Select Programs Coordinator – Kim Calkins

- Responded to general inquiries for Rec/Select/TOPSoccer via phone and email
- Recreational Committee follow-up phone calls and meetings
- TOPSoccer Committee Meeting
- Region IV Recreational Task Force follow-up work
- TOPSoccer June 9 coaching summit preparation and communications
- TOPSoccer web updates
- Association recreational league rule assistance
- Annual General Meeting
- Presidents Cup Regionals preparations and administration
- Assisted with Select tryouts

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

- Risk Management communications
- Annual General Meeting
- June 8th Registrar Summit

Community and Outreach Program Manager – Ellie Lipton

- Up2Us Grant Application for *Soccer for Success* coaches
- *Soccer for Success* June Newsletter
- Family Engagement Events
- Interviewed applicant coaches
- Troubleshot issues at program sites

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League spring wrap up and fall planning
- Tournament support for local clubs
- Tryout support for local clubs
- Annual General Meeting preparations

Administrative Assistant – Maria Zuniga

- Risk Management
- *Soccer for Success* Administrative support
- Annual General Meeting support

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated sanctioned tournaments on the website
- Annual General Meeting communications and preparation
    - RSVPs
    - Goody bags
    - Hotel reservations
- Awards Luncheon communications preparation
    - RSVPs
    - Nominee certificates
    - Awards PowerPoint presentation
    - Centerpieces
    - Goody bags
- Edited/finalized Annual Report content for Annual General Meeting
- June 8th Registrar Summit planning and communications