Week-in-Review for November 28–December 2, 2011

EXECUTIVE OFFICE

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

- Staff Meeting
- Marketing Meetings
- Sports Authority Recreational Cup 2011 Review
- Budget Review 2012-2013
- Referee Development Meetings
- US Soccer Foundation Conference call
- Bylaws Meetings with staff
- Member Services meetings
- State Cup 2012 Meetings
- Regional Club League meetings with staff
- State League meetings

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Reviewed, edited and coordinated content for Dec issue of PlayOn!
- Coordinated Spanish translations for PlayOn!
- Reviewed Budget
- Blog post editing
- Reviewed Of The Year content for posting
- Worked with State Cup vendors to prepare for 2011 Sports Authority Event
- Coordinated reservations and space requests with the Holiday Inn
- Call with American Eagle
- Marketing staff meeting
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Futsal resources uploaded to website
- Referee page updated on website
- Numerous slide designs for website homepage
- Founders Cup schedules posted to website/numerous State Cup page updates
- Coaching Summit flyer update
- Elite Player Development PowerPoint Template created
- Elite Player Development Gear Order flyer created
- Website program/league header design for new website
- Continuation of page/navigation/content transfer in new website platform

Marketing & Events Assistant – Kristen Phillips

- Updated and posted 2012 Of the Year Applications
- Assisted in compiling the holiday card list
- Picked up Portland Metro League Awards and Recreational Cup trophies
- Edited and reviewed the 2010-2013 budget
- Created a Facebook album – 2011 US Youth Soccer ODP Thanksgiving Interregional
- American Eagle Meeting
- Created Facebook and Twitter posts
- Contacted Ruffneck Scarves for Founders Cup and Elite Player Development mockups
- Ordered pins and trophies for Founders Cup
- Ordered pins, medals and trophies for Challenge Cup
- Ordered pins, medals and trophies for State Championships

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- PlayOn! Translations

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association and Club board members
- Worked with Districts, Member Associations, and Clubs on nonprofit corporation and tax-exempt registration statuses
- Edited content for staff
- Published 4 new posts on the *Set Plays* blog – learn about a free webinar on communications next Thursday, Dec 15th
- Continued preparing for the Annual Player Fee Meeting

Meetings:

- Meetings with US Soccer Foundation regarding Soccer for Success grant
- Participated in *Playing By the Rules: Creating an Effective Volunteer Handbook* webinar

Member Services & Outreach Coordinator – Heather Turney

- Soccer for Success Grant Development
- Soccer for Success Program Development
- Partnership Management and Development
- TOPSoccer and Soccer in Schools Grant Development
- Member Associations Grant Consultations
- TOPSoccer Meeting: Buddy Task Force Development
- Special Olympics Washington Competition Development
- Meeting with Community Schools Collaboration
- Meeting with Communities in Schools
- Washington Youth Soccer Budget

Region 5 Director of Member Services – Ron Witherup

- Sports Authority Recreational Cup Quarterfinal preparations
- Portland Metro League Awards
- Region 5 Winter/Spring League creation
- Region 5 Girls High School League
- Cowlitz Youth Soccer Association board meeting
- Lewis County merger meeting

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Out of Office November 28-December 2, 2011

Director of Youth Development – Darren Sawatzky

- Elite Player Development Training schedule
- Elite Player Development Competition schedule
- Elite Player Development player pool formation/scouting
- Elite Player Development player/parent phone calls and emails
- Technical meeting
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Technical Administrator – Kim Grant

- Coaching Education 2012 preparation
- Elite Player Development Program (EPD) Pool Formation/Continued Development
- Elite Player Development Open House Preparation
- Region IV Olympic Development Program (ODP) Regional Championship preparation
- Continued Technical Department Blog Development, "Growing the Game with Gary White"

Competition Development Manager – Matt Moran

- Founders Cup preliminary games finalized
- Affinity match reports finalized
- Sports Authority Recreational Cup semi-final match-ups finalized
- Coordination of Sports Authority Recreational Cup logistics and planning

Development Coordinator – David Griffiths

- No Report Submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln

- State League Schedules
- Regional Club League Schedules

Apparel & Programs Specialist – Serwaah Fordjour

- Created document of Elite Player Development Trainings to be posted on the website
- Distributed Elite Player Development Coaching Equipment and Player Gear
- Prepared/Organized Additional Elite Player Development Merchandise
- Preparation for Elite Player Development Pool Night

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices – Checks cut on Friday
- Accounts Receivable Invoices – Cup Payments Posted
- 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

- Front desk and phone duties
- Risk Management Support
- Various clerical tasks