Week-in-Review for October 31–November 4, 2011

EXECUTIVE OFFICE

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

- Staff meeting
- Marketing Meetings with staff
- Budget Meetings with staff
- Referee Development meetings
- Technical Department meetings
- Soccer Operations Committee meeting
- Preparation for Board of Director meeting
- Recreational Cup meeting
- State League meetings
- State Cup meetings
- TOPSoccer meetings
- Member Services meetings

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery *Out of Office 11.4.11*

- Coordinated blog posting for Terry Fisher's blog, The Game Within the Game: http://thegamewithinthegame.wordpress.com/
- Edited and posted Growing the Game blog posts http://growingthegamewithgarywhite.wordpress.com/
- Reviewed homepage slides
- Coordinated press release pitching
- Met with Varsity Communications on upcoming publications
- Meeting with American Eagle
- Coordinated special offers email blast
- Finalized registration advertising survey and distributed to Presidents and Registrars
- Reviewed State Cup tee-shirt designs with AGA
- Meeting management session from Chamber of Commerce
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Building pages/navigation for new site
- Futsal Logo
- Updated current site (EPD State Pools, TOPSoccer Tookits posted)
- Holiday card design
- Slides created for home page

Marketing & Events Assistant – Kristen Phillips

- Updated information for Clubs and Associations in the directory
- Soccer West equipment pick up
- Meeting with American Eagle
- WA Youth Soccer Day at University of Washington
- WA Youth Soccer Day at Seattle University
- Updated Marketing sponsorship powerpoint
- Created Facebook and Twitter posts
- Sent off Of the Year winners to Region IV
- Provided content for special offers email blast

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- TOPSoccer Translation

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
- Contacted Districts, Member Associations, and Clubs about attendance at future monthly meetings
- Published 4 new *Set Plays* blog posts – read them here
- Edited blog and email content for staff
- Prepared items for November Board of Directors and Soccer Operations Committee meetings

Meetings:

- Attended Soccer Operations Committee meeting
- Participated in webinar about writing volunteer descriptions

Member Services & Outreach Coordinator - Heather Turney

- TOPSoccer Orting Buddy Training
- TOPSoccer Orting New Program
- TOPSoccer Orting Admin Meeting
- Korrio Updates
- Grant Development
- Parent Survival Guide Development
- TOPSoccer Technical Development
- Program Development
- Community Stakeholder Development

Region 5 Director of Member Services – Ron Witherup

- No report submitted

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Soccer Operations Committee Meeting
- National C License Re-test Preparation
- Elite Player Development Program (EPD) Pool Formation/Continued Development
- State Cup Tournament Preparation
- Futsal Development
- Club Development
- Continued Technical Department Blog Development, "Growing the Game with Gary White"

Director of Youth Development – Darren Sawatzky

- Elite Player Development training schedule
- Elite Player Development Competition schedule
- Elite Player Development parent phone calls-emails
- Elite Player Development coaching slate
- Technical meeting

Technical Administrator – Kim Grant

- Elite Player Development Program (EPD) Pool Formation/Continued Development
- National C License Re-test Preparation
- Region IV Olympic Development Program (ODP) Regional Championship preparation
- Continued Technical Department Blog Development, "Growing the Game with Gary White"
- Continued Korrio Development

Competition Development Manager – Matt Moran

- State Cup registration and questions
- Recreational Cup draw and planning

Development Coordinator – David Griffiths

- Futsal Development
- Coaching Education - College Courses

Competitive Programs & Business Practices Advisor – Todd Lincoln

- State Cup Topics and Rules
- Regional Club League scheduling

Apparel & Programs Specialist – Serwaah Fordjour

- Inventory of Elite Player Development Uniforms
- Developed Proposal for Distribution of Elite Player Development Gear
- Created Blog Post for "The Game Within The Game"
- Personal Education on Technical Department

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator - Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing for State League
- 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
- Verified Regional Club League scores
- Risk Management Support
- Various clerical tasks
- Boxing up paperwork to be sent to Washington Archive Management