Week in Review for June 11-15, 2012

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Technical Staff meeting
- Review Elite Player Development and Southern California MOU plans 2012-2013
- Meeting with Scores
- Budget review with staff
- Open Cup planning
- Soccer Operations Committee Conference call
- Feasibility Study Committee review
- Sponsorship meetings
- Communications group planning meetings
- Far West Regionals review with staff
- Presidents Cup review with staff
- Coaching education review 2012
- "E" License in Spanish review planning/promotion
- Marketing meetings with staff
- Community programs review/planning status

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Technical Meeting
- Washington Youth Soccer League Meeting
- Elite Player Development 2013 structure meeting
- Elite Player Development training schedule
- Elite Player Development Competition Schedule
- Elite Player Develop Pro+ feedback
- Elite Player Development Pro+ ID camp preparation

Technical Administrator – Kimberly Grant

- Pro + State Summer ID Camp Preparation
- Meeting with Darren Sawatzky to discuss EPD 2012-2013
- 2012-2013 Elite Player Development program preparation
- Coaching Education Continued Development

Competition Development Manager – Matt Moran

- Preparing Regional bound teams for Phoenix and Denver
- Preparing, scheduling, communicating to necessary parties for Open Cup

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Open Cup Planning
- Regional Club Subcommittee Director Of Coaching meeting
- Regional Club Subcommittee Club President meeting
- Platform development – Microsoft project
- Office server replacement bids

Recreational & Select Programs Coordinator – Kim Calkins

- No Report Submitted

Apparel & Programs Specialist – Serwaah Fordjour

- No Report Submitted

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered phone calls and emails to put members in touch with staff members for more assistance
- Scheduled interviews for the Feasibility Study via phone and email
- Coordinated content editing for Feasibility Study materials
- Worked with various Association and District board members to address bylaws questions

Meetings

- Call with Convio to discuss Common Ground CRM
- Participated in Idealware's *Online Survey Tools and Techniques* webinar
- Soccer Operations Committee meeting via conference call

Member Services & Outreach Coordinator – Heather Turney

Soccer for Success

- Parent Letters
- Finalization of Agreements

TOPSoccer

- Community Event Conference Call

Community

- Meeting with Communities in Schools Washington
- Meeting with Seattle Scores

Region 5 Director of Member Services – Ron Witherup

- SW Washington Soccer Fair Coordination

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- US Youth Soccer Region IV Presidents Cup – Denver, CO

Webmaster/Graphic Designer – Jinger Hendricks

- Region IV Presidents Cup slide created/ Region IV Presidents Cup page updated
- Open Cup Slide
- Open Cup registration page created/linked
- Skyhawks Sports Academy slide added
- Skyhawks press release uploaded & added to recent headlines
- Skyhawks information added to Sponsors & Partners page/linked
- National "E" License Spanish & English flyers updated
- Email blast templates updated
- *Soccer for Success* parent letters created

Spanish Translation / Front Desk Support – Maria Zuniga

- Translated *PlayOn!* Articles
- Translated Soccer for Success Documents
- Administrative Support

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- 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

- Processed Mail
- Assisted Technical Department for coaching clinics and Regionals
- Logged Checks
- Processed credit card payments