

**EXECUTIVE OFFICE**

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

- Staff Meeting
- Korrio meeting
- Sounders Women Soccer Final Committee meeting
- Seattle United leadership lunch meeting
- Technology Committee meeting
- Technical Department meeting
- Preparations for BOD meeting
- BOD meeting
- Preparations for AGM
- AGM meeting
- Preparations for Awards Luncheon
- Awards Luncheon
- Meetings regarding District 4 issues
- Meetings regarding Spokane area issues
- Meetings regarding Skagit issues
- Meetings regarding District 7 issues
- Preparations for Regionals
- Cup 2010-2011 review meetings
- Budget meetings and staff review
- Membership criteria meetings

**MARKETING & COMMUNICATIONS DEPARTMENT**

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**Director of Marketing & Communications – Elizabeth Flannery**

- Final proofing and approval of Annual report
- Final approval and issuing of May issue of PlayOn!
- Preparation for Annual General Meeting and 2011 Awards Luncheon – awards preparation, centerpiece design, RSVP management, hotel coordination, emcee scheduling, etc.
- Set-up and managed AGM and Awards Luncheon events
- Coordinated field requests with Starfire Sports
- Reviewed field reservations and invoices for Starfire
- Reviewed and approved various web updates
- Managed social media content

**Webmaster/Graphic Designer – Jinger Hendricks**

- Preparation for AGM and Awards Luncheon
- Annual Report to printer/proofs/edits
- Awards Luncheon PowerPoint Presentation
- Designed nametags for AGM, Nominees & Luncheon
- Centerpiece design, preparation, creation for Awards Luncheon

**Marketing & Events Intern – Kristen Phillips**

- AGM and Awards Luncheon preparations

## Week-in-Review for May 9 – 13, 2011



### Spanish Translation / Front Desk Support – Maria Zuniga

- Soccer In Schools Translated
- Assisted with the Coaching Course in Spanish
- AGM and Awards Luncheon preparation assistance
- Administrative Support

## MEMBER SERVICES & OUTREACH DEPARTMENT

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### Organization and Member Services Director – Hillary Beehler

#### Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association board members
- Preparation for Annual General Meeting
- Supported Marketing and Communications Department with content for the AGM
- Edited content for emails to Member Associations and Districts
- Edits to PlayOn! community article
- New post on our member services blog, [Set Plays: Best Practices for Youth Soccer Administrators](#), giving an overview of the structure of WA Youth Soccer, the Constitutional Convention, and Seamless Soccer
- Posted Operating Documents to the website – on the [Operating Documents page](#) under the Resources tab on our website
- Created handout on Operating Documents for the AGM
- Worked with Ron Witherup on [Fall 2011 Portland Metro League](#) registration

#### Meetings:

- Attended WA Youth Soccer Annual General Meeting – updated attendees on Member Services and Outreach department, as well as the Operating Documents process with Perry Woodford

### Community Programs Specialist – David Griffiths

- Report not submitted

### Member Services and Outreach Coordinator - Heather Turney

- Meeting with Member Services and Community Outreach Staff
- TOPSoccer work
- Soccer Pacific Exchange Communications
- Meeting with Ukrainian Team
- Soccer Pacific Tournament of Champions
- Annual General Meeting
- SeaMar meeting on Community Soccer Project
- February SOC Minutes

### Region 5 Director of Member Services – Ron Witherup

- Portland Metro League rules and registration
- Various club tryouts
- SOC meeting
- Club board meetings

## TECHNICAL DEPARTMENT

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### Technical Director – Gary White

- NW Invitational planning
- Soccer Pacific Tournament of Champions planning
- Online coaching module development meeting
- Annual General Meeting
- Pacific Coast Invitational Tournament planning for Elite Player Development
- AGM
- Levels of play meetings

### Director of Youth Development – Darren Sawatzky

- Washington Youth Soccer AGM
- Elite Player Development training schedule
- Elite Player Development coaching slate
- Northwest Invitational organization
  - Team confirmation/schedule changes
  - EPD roster selection/organization
- Technical meeting
- Regional Tryout Center program organization
- Regional Camp player identification/invitation: United Players

### Technical Administrator – Kim Grant \*Out of the office 5.3.11-5.13.11

- AGM

### Competitive Programs and Business Practices Advisor – Todd Lincoln

- Association-Regional Club support
- Korrio meeting
- AGM

### State League and Apparel Administrator – Heidi Dettmer

- Meeting to discuss Soccer Pacific Tournament of Champions
- Sent "E" Waiver follow up letters
- Send Far West Regionals and President's Cup Information email out to teams
- Contacted alternate President's Cup teams
- Collected birth certificates of Far West Regionals players
- Collected rosters and birth certificates of Presidents Cup teams
- Prepared Elite Player Development uniforms for Northwest Invitational
- Distributed Elite Player Development uniforms to State teams
- Prepared name tags and check in for AGM and Luncheon
- AGM and Awards Luncheon



**FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT**

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**Finance and Human Resources Administrator - Jillian Higgins**

- Accounts Payable invoices – Checks cut this week
- Accounts Receivable Invoices
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website
- Invoicing for Tournament Sanctioning Fees
- Prep work for Annual General Meeting

**Administrative Assistant – Paula Vixie**

- Assisted with finalizing Cups paperwork
- Front Desk Duties
- Reorganized office materials
- AGM