EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Property management meetings
- District 6 Preparation meetings
- Tri-Cities District 6 meeting in Pasco
- Greater Spokane Youth Soccer Association meetings with staff
- Regional Club League planning meetings with staff
- Technical Department meetings
- Coaching Education meetings
- Idaho Youth Soccer discussions
- Select Committee Meetings with staff
- Board of Directors review meeting
- Marketing meetings
- Cup reviews
- Spring League planning
- Communications planning meeting
- Budget meetings with staff
- *Soccer for Success* meeting
- Annual Player Fee Meeting planning meeting
- Risk management review

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- No Report Submitted

Director of Coaching Education – Shannon Murray

- "E" License wrap up call with Manny Faridnia - Spokane "E"
- "D" License wrap up with Niki Taylor and Dave Brown - Starfire "D"
- Met with Kim Calkins and Cole Morgan to go through transition from Lacey Schreiner
- National Youth License preparations

Director of Programs – Kim Calkins

- Recreational Meetings re: first-time volunteer parent modules/creating onsite resources and training
- Meetings with Idaho Youth Soccer re: D6 league
- Select structure meetings and best practices planning for clubs
- Meeting in Tri-Cities with District 6 representatives
- TOPSoccer preparations for spring/events/conferences
- TOPSoccer continued outreach for new programs and support for existing programs
- Washington Youth Soccer Youth Advisory Board
- Elite Player Development (EPD) training sessions for all age groups
- EPD Communications with coaches and parents
- EPD event planning and preparations for Region IV tournament
- Coaching Education National Youth License preparations
- Coaching licenses follow up for "E" & "D" courses

Program & Event Manager – Cole Morgan

- Finalized preparations for the National Youth License course at Starfire Nov. 20-24th
- Registered EPD teams for the Region IV Championships in Arizona
- Sent licenses to candidates who passed recent coaching license courses held at Wenatchee, Vancouver and Starfire

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Far West Regional League scheduling and fields
- District 6 League Meeting and Annual General Meeting
- Regional Club League (RCL) rules edits and draft
- Regional Club Subcommittee (RCS) meeting
- RCS panel hearing
- RCL disciplinary conference call
- Office computer software / platform review

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
- Worked with Club and Association administrators on insurance, risk management, and fundraising questions
- Contacted local organizations about visits to future board meetings
- Assisted staff with web content and meeting documentation edits
- Supported Seattle Youth Soccer Association with documentation for recreational soccer

Meetings:

- Attended District 6 Annual General Meeting and provided support on league structure and nonprofit best practices topics
- District 6 league conference call
- Grassroots marketing/branding meeting with Mike Anderson and Matt Moran

Community and Outreach Program Manager – Ellie Lipton

- Coach payroll
- Coach and program site support
- Compliance data for U.S. Soccer Foundation
- End of season event planning
- Strategic planning for spring 2013

***Soccer for Success* Program Assistant – Daniel Taylor**

- *Soccer for Success* Operations
- Volunteer Mobilization and Recruitment
- Family Engagement Night Event Planning

Region 5 Director of Member Services – Ron Witherup

- Portland Timbers Youth League
- wrapping up Portland Metro League season
- Region 5 Recreational Cup tournament weekend
- District 5 meeting planning

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Communications – Mike Anderson

- Set up new email marketing system with American Eagle idev and transitioning away from Constant Contact
- Worked with Varsity on *PlayOn!* format to improve readership
- Working with Varsity on Dec. issue of *PlayOn!*
- Discussions with Hillary and Matt on marketing plan, brand awareness and future grassroots member communications
- Working with Ruffneck and TOPSoccer committee on fundraising scarf
- Discussions with US Youth Soccer on possibly implementing online coach/parent education system
- Various web stories/editing/announcements

Director of Marketing & Competitions – Matt Moran

- Met with a sponsor and 2 potential sponsors
- Attended Grassroots Soccer fundraiser
- Responded to many questions Recreational Cup issues and communicated to committees
- Communicated to volunteers for State Cups
- Communicated State Cup dates and protocol to registrars, Affinity staff, sponsors, and teams
- Communicated State Cup DOC pass instructions
- Worked on details with Futsal Cup
- Reconciled state cup entries with payments
- Attended Region IV calls

Marketing & Events Manager – Kristen Phillips

- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated Club Directory
- Risk Management, Certificates of Liability, Medical Insurance Claims, Player Releases and Travel Rosters
- Website FAQs
- Annual Player Fee Meeting planning and brainstorming
- Of the Year Awards planning and brainstorming
    - Finalized application process with SOC members
    - Finalizing District application deadlines
- Meeting with Tacoma Rainiers
- Working with Pullen Insurance to update medical claim process
- Updated contact info on website: Regional Development Officers, staff, Board of Directors