

EXECUTIVE OFFICE

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

- Staff meeting
- Individual department meetings regarding 2011-2012 planning reviews
- WIAA meetings with Technical Department
- Cup Meetings
- RCL Review meetings
- Member Services meetings
- Summer 2011 Q3 Plan review

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Coordinated hotel reservations and room blocks for upcoming events
- Coordinated, reviewed and approved various homepage slides
- Prepared vendor information for NW Invitational
- Coordinated event needs and room requests with Starfire Sports
- Meeting with potential vendor
- First Aid & CPR training
- Coordinated Technical Zone newsletter content
- Coordinated field requests with Starfire Sports
- Reviewed and approved various web updates
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Sounders Special Ticket Offer slide design
- Soccer West Shopping Weekend slide update
- Northwest Invitational Slide, page updates
- Northwest Invitational schedules built in HTML for webpage
- Board of Directors slide design
- Business card concepts
- Letterhead concepts
- Web updates as needed

Marketing & Events Intern – Kristen Phillips

- Northwest Invitational preparation
 - Walk through at Starfire Sports Complex
 - Created signage needed
 - Packed toolkit and first aid
- Sent correspondence to teams participating in Region 4 President's Cup
- Sent correspondence to teams participating in Region 4 Far West Regionals

Spanish Translation / Front Desk Support – Maria Zuniga

- Assisted with the Coaching Course in Spanish

Week-in-Review for May 16 – 20, 2011



- Administrative Support

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler *Out of the office May 19-20

Member Services:

- Answered membership emails and phone calls
- Provided support and resources to Member Association board members
- Edited content for letters to Member Associations and Districts
- Posted additional Operating Documents to the website – on the [Operating Documents page](#) under the Resources tab on our website
- Assembled documents requested from Associations and Clubs
- Worked with Ron Witherup on [Fall 2011 Portland Metro League](#) registration form – registration now open

Meetings:

- Participated in free Active Network webinar “Raising your child to be a champion”
- Phone meeting about partnership opportunity with Elizabeth Flannery

Community Programs Specialist – David Griffiths

- Report not submitted

Member Services and Outreach Coordinator - Heather Turney

- Meeting with Member Services and Community Outreach Staff
- TOPSoccer Meeting
- Soccer Pacific Exchange Communications
- Soccer Pacific Tournament of Champions
- AGM Minutes
- CPR Clinic
- Meeting with ED from Cambodian SALT program

Region 5 Director of Member Services – Ron Witherup

- Report not submitted

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Pacific Coast Invitational Preparation
- Northwest Invitational Preparation
- Soccer Pacific Tournament of Champions Preparation
- Meeting with Washington Interscholastic Activities Association
- Whatcom Rangers Development Workshop
- Kitsap Visit

Week-in-Review for May 16 – 20, 2011



- Region IV Olympic Development Program (ODP) Camp
- Coaching Education Continued Development and Maintenance

Director of Youth Development – Darren Sawatzky

- Northwest Invitational organization
 - schedule changes
 - roster changes
 - Elite Player Development team organization
- Elite Player Development training schedule
- Regional Tryout Center organization
- Technical Meeting
- Elite Player Development scouting

Technical Administrator – Kim Grant

- Pacific Coast Invitational Preparation
- Northwest Invitational Preparation
- Region IV Olympic Development Program (ODP) Camp
- Coaching Education Continued Development and Maintenance

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Club Meetings on Seamless Soccer
- CPR Class
- Regional Club Subcommittee meeting, notes, budget
- Regional Club Doc Meetings Scheduled
- Association support on Regional Club models and integration

State League and Apparel Administrator – Heidi Dettmer

- 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
- Distributed Elite Player Development uniforms to State teams
- Set up Starfire Sports Complex for Northwest Invitational
- Stayed onsite as Northwest Invitational support staff
- Coordinated with vendors for Northwest Invitational Setup
- Sold Sounders tickets at Northwest Invitational
- Collected some of the Elite Player Development uniforms
- Distributed game and player gear for the Pacific Coast Invitational
- Drafted State League communication

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins

- Accounts Payable invoices
- Accounts Receivable Invoices

Week-in-Review for May 16 – 20, 2011



- 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

Administrative Assistant – Paula Vixie

- Front Desk duties – phones
- Assisted with various clerical projects
- Spring cleaning