

### EXECUTIVE OFFICE

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

- Staff Meeting
- Marketing meetings
- Budget Meetings
- Staff Reorganization meetings
- Technical Department program meetings
- Technology meetings with staff
- Member Services meetings
- Cup Meetings with staff

### MARKETING & COMMUNICATIONS DEPARTMENT

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

- Attended Sponsorship proposal webinar
- Coordinated editorial for April PlayOn!
- Marketing Department meeting
- Korrio status meeting
- Meeting with Americaneagle.com to discuss new website design and layout
- Reviewed and edited content for various programs
- Reviewed and approved various web updates
- Managed social media content

#### **Webmaster/Graphic Designer – Jinger Hendricks**

- Web updates
- Annual Report layouts, concepts
- Website/design research
- Kick-off meeting for website re-design
- Portland Metro League logo re-design
- Slide design, page layout for Super-20 League

#### **Marketing & Events Intern – Kristen Phillips**

- Updated information for Clubs and Associations on the website
- United Soccer Leagues (USL) Super-20 Team preparation
  - Submitted a creative brief for the Washington Youth Soccer USL Super-20 Men's Team Tryouts
  - Drafted an email to be sent out to college coaches
- 2011 Of the Year Nominations preparation
  - Created in Wufoo the 2011 Selection Committee Ballot
  - Compiled the list of applicants
  - Created electronic versions of the applications
- Marketing Meeting April 8<sup>th</sup> with Elizabeth, Jinger and Maria
- Met with AmericanEagle with Elizabeth, Jinger and Terry to discuss new website design and layout
- Annual General Meeting preparation
  - Updated list of Association Presidents
  - Calculated the mileage for each association

## Week-in-Review for April 4 – 8, 2011



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

- Administrative Support
- Translated Medical Release form into Spanish

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## 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 board members
- Communication with members about bylaw and policy issues
- Assisted with Annual General Meeting planning
- Edited web and email content
- Worked with staff on Portland Metro League web updates, registration process, and final logo design
- Coordinated department work on marketing material and creative requests
- Began setup of new member services blog

#### Meetings:

- Participated in Master Your Meetings teleseminar on Board Transitions and New Members: How to Keep Momentum
- Meeting with Korrio
- Attended Center for Nonprofit Success training session on program evaluations
- Meetings with Member Services and Outreach staff on TOPSoccer structure and programs

### Soccer in Schools and Community Outreach – David Griffiths

#### Soccer Across WA

- Acting State Cup rep for Tacoma Utd teams
- Continue to support in merger discussions between Tacoma Utd and South Tacoma soccer Club

#### TOPSoccer

- Bi-monthly meeting with Marty Torres and Heather Turney
- Continued planning/preparing the coaches education Summit for April 30<sup>th</sup>
- Set up on Korrio registration system

#### NW Invitational

- Working with Teddy Metalis and Darren Sawatzky to schedule teams and fill brackets

#### Schools Program

- Preparing to visit schools by filling insurance paperwork
- Followed up with Eugene Poulon on the Northwest Nationals scheduled in-class visits this week

## Week-in-Review for April 4 – 8, 2011



### **Member Services and Outreach Coordinator - Heather Turney**

- Meeting with Member Services and Community Outreach Staff
- Meeting with Marty Torres and TOPSoccer
- Memorandum of Understanding between Special Olympics and Washington Youth Soccer
- TOPSoccer Restructure
- TOPSoccer Events Calendar
- TOPSoccer Coaches Summit materials
- TOPSoccer Registration and Korrio
- Soccer Pacific Exchange - website preparation and documentation
- Board of Directors Minutes update
  
- Community Programs Communications

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

- Multiple PML meetings (scheduling, referees, rules)
- Advanced competition committee meeting
- Advanced competition fair preparation

## **TECHNICAL DEPARTMENT**

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### **Technical Director – Gary White**

- Continued Professional Development-Club Visits to Ajax in Amsterdam, and Leicester City FC in England

### **Director of Youth Development – Darren Sawatzky**

- Elite Player Development Schedule organization
- Elite Player Development program evolution
- Technical meeting via conference call
- Northwest Invitational organization
  - Team invitation
  - Schedule organization
  - Vendor possibilities
- Regional Training Center/Tryout evolution discussion
- National "C" license preparation

### **Technical Administrator – Kim Grant**

- Coaching Education Continued Development and Maintenance
- National "C" License preparation
- Continued Korrio Development
- Pacific Coast Invitational Preparation
- Elite Player Development Continued Development and Maintenance

## Week-in-Review for April 4 – 8, 2011



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

- U10 team formation – development assessment
- Comcast Install (Office)
- Vendor bids (Paychex, DocuSign)
- Cup format review
- USSF/USYSA membership requirements review

### **Administrator of State Cups and Special Events – Brenda Heintz**

- Report not submitted

### **State League and Apparel Administrator – Heidi Dettmer \*Out of the Office April 4-8**

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## **FINANCIAL, & OFFICE ADMINISTRATION DEPARTMENT**

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

- Accounts Payable invoices – Checks being cut Monday
- 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
- Updating various forms to the website and in house

### **Administrative Assistant – Paula Vixie**

- Front Desk duties
- Assisted with miscellaneous cup preparations
- Assisted with various clerical office projects