
EXECUTIVE OFFICE

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

- Staff meeting
- Regional Club League staff meetings
- Budget review and planning with staff
- Presidents Cup planning meeting 2011
- Regional Tournaments staff review
- Fall 2011 Season Review of Plans
- State League Applications review with staff
- Technical Department planning with staff

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Final review and issue of [June PlayOn!](#)
- Marketing Department meeting on Youth Soccer Month
- Meetings with Marketing Department team members on roles and upcoming tasks
- American Eagle meeting to review first round of creative on new website design
- Six-month editorial Meeting with Varsity Communications for July-Dec content
- Marketing meeting with Member Services Department on upcoming calendar and long-term goals
- Coordinated postings and updates on scores from US Youth Soccer Region IV Presidents Cup
- Sports Money Management seminar
- Drafted and edited content for various programs
- Coordinated planning for GiveBig initiative on June 23
- Coordinated, reviewed and approved various homepage slides
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Sports Money Management Seminar
- Youth Soccer Month design concepts
- Various Marketing meetings
- Design meeting with American Eagle regarding website
- Meeting with Regional Club League regarding website
- Various web updates

Marketing & Events Assistant – Kristen Phillips

- Prepared books for Presidents Cup and Far West Regionals
- Marketing meeting to determine new swag for 2011-2012 season
- Marketing meeting on Youth Soccer Month
- Meeting with American Eagle to discuss new web platform
- Marketing meeting with Member Services Department
- Attended a Youth Sports Money Management Seminar
- Created a WordPress blog for Youth Soccer Month
- Created a Marketing Plan to promote W-League Championship Event
- Created a Plan to sell tickets for W-League Championship Event

Week-in-Review for June 13 – June 17, 2011



Marketing Intern – Chandler Dent

- Picture research
- Youth Soccer Month work
- Sounders Women Final 4

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative support
- PlayOn! translations
- Assisted with Coaching Course
- Started translating *Guidelines for Evaluating Soccer*

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
- Edited content for letters to Member Associations
- Assembled documents requested by Association and Club board members
- Reviewed tax-exempt status of member Clubs and Associations
- Continued research into tax-exempt and nonprofit corporation requirements and resources
- Worked with Jinger on posting Portland Metro League homepage slide
- Assembled more documents for WA Youth Soccer Board of Directors orientation
- Advised on TOPSoccer and Anti-Gang Initiative program work

Meetings:

- Meeting with staff and WA Youth Soccer President to discuss tournament sanctioning process and resources
- Attended training by the Center for Nonprofit Success on volunteer management
- Participated in *Nonprofit Sustainability: Understanding and Changing Your Business Model in 90 Minutes* webinar
- Meetings with the Technical and Marketing & Communications departments to discuss future resource and marketing needs
- Meeting with staff and Perry Woodford to discuss Recreational Cup
- Attending Mount Rainier Soccer Association monthly meeting in Orting

Week-in-Review for June 13 – June 17, 2011



Community Programs Specialist – David Griffiths

- Schools Program
 - Rescheduled visit to Daffodil Elementary
 - Followed up on progress of After school program in Concord Elementary
 - In class visit in Westveiw elementary
 - Continued to build plans for both HPFC and NW Nationals to make a series of visits in new school year
- NW Invitational
 - Finalized budget for this year's event
- Anti-Gang Initiative
 - Met with local leaders at Highpoint for final run through for this summer's program
 - Moved back start date (will now start June 29th)
 - Began booking guest speakers for Seattle programs

Member Services and Outreach Coordinator - Heather Turney

- Korrio Sponsorship
- TOPSoccer Development
- Tournament of Champions Review and Budget
- Anti-Gang Program Management and Administration
- Spanish Coaching Courses
- Member Services
- Outreach Coordination

Region 5 Director of Member Services – Ron Witherup

- Local Tournament Meetings
- Columbia Youth Soccer Federation AGM prep meetings
- George Soccer Club Select Program Creation
- Portland Metro League Referee coordination
- Portland Metro League registrations

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Soccer Pacific Tournament of Champions Assessment
- Regional Club League/Director of Coaching Meeting
- Vancouver United Timbers Meeting
- Spanish D License preparation
- Female Player Development-Sounders Women
- Age Appropriate Training, Under 10 Module
- Coaching Education Continued Development and Maintenance
- Elite Player Development Continued Development and Maintenance
- Region IV Olympic Development Program (ODP) Camp Preparation

Week-in-Review for June 13 – June 17, 2011



Director of Youth Development – Darren Sawatzky

- Elite Player Development
 - Training schedule
 - Coaching slate 2011-2012
 - Rosters for regional camp
- Regional tryouts centers
 - Field organization
 - Coaching organization
 - Budget organization
 - Schedule organization
- Technical meeting
 - 2011-2012 Elite Player Development schedule
 - Coaching slate for state teams

Technical Administrator – Kim Grant

- Coaching Education Continued Development and Maintenance
- Spanish D License preparation
- Technical Department Social Media preparation
- Region IV Olympic Development Program (ODP) Camp Preparation
- Elite Player Development Continued Development and Maintenance

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Report not submitted

State League and Apparel Administrator – Heidi Dettmer *Out of Office 6.14.11-6.27.11

- Working at US Youth Soccer Region IV Presidents Cup

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins

- Accounts Payable invoices
- Accounts Receivable invoices
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Front Desk Duties
- Various clerical projects