Week in Review for February 20-24, 2012

EXECUTIVE OFFICE

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

- Marketing meetings
- Cup meetings
- State League meetings
- Budget meetings
- RCL Meetings
- Sounders Women meetings
- U-23 Sounders Meetings
- Soccer for Success conference call
- Sounders Meetings
- Board Of Directors meeting
- State Cups at Starfire
- Preparation for US Soccer AGM
- Review of Boston US Youth Soccer meeting

TECHNICAL DEPARTMENT

Technical Advisor – Gary White

- Elite Player Development continued development
- National "C" License Preparation
- 2012 Coaching Education Development

Director of Youth Development – Darren Sawatzky

- Skype Technical meeting
- Elite Player Development training schedule
- Elite Player Development competition schedule
- Elite Player Development coaching slate for events
- Elite Player Development parent/player emails/phone calls

Technical Administrator – Kimberly Grant

- Elite Player Development continued development
- Pacific Coast Invitational (PCI) and Pacific Coast Alliance (PCA) Preparation
- National C"" License Preparation
- 2012 Coaching Education Development

Competition Development Manager – Matt Moran

- No Report Submitted

Development Coordinator – David Griffiths

- No Report Submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln *Out of Office 2.20.12*

- Regional Club Subcommittee meeting
- Regional Club League Rescheduling
- State League Rescheduling
- Player Pass reminders

Apparel & Programs Specialist – Serwaah Fordjour *Out of Office 2.20.12*

- Preparation for National "C" license
    - Recruiting participants
    - Collecting payments/paperwork
- Elite Player Development (EPD) Gear Distribution
- Research Field Locations for EPD Tryouts
- Challenge/Championship Cup

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

Member Services:

- Answered emails and put members in touch with staff members for more assistance
- Assisted with preparation for WA Youth Soccer Board of Directors meeting
- Provided edits and review to various written communications
- Gave staff members an overview of information and education session take-aways at the US Youth Soccer Workshop

Meetings

- Conference call with US Soccer Foundation about Social Innovation Fund (SIF) Soccer for Success program
- Meeting with Region 5 staff member
- Attended *Breakthrough Nonprofit Branding: Strategies to Stand Out and Win Volunteers* webinar – watch the full presentation on YouTube
- Weekly Member Services department meeting

Member Services & Outreach Coordinator – Heather Turney

- Soccer for Success grant proposal follow up questions
- Soccer for Success follow up meeting regarding grant proposal with US Soccer Foundation
- Board of Directors Agenda preparation for Feb. 25, 2012 meeting
- TOPSoccer Korrio Registration for upcoming Spring sessions – trainings/meetings with Bellingham, Bainbridge, Snohomish
- Conversations with various community groups: Up2Us, Action for Healthy Kids, Soles for Christ, Washington Coalition for Promoting Physical Activity, Latino Community Fund
- Assisted with Community Shield Game development actions

Region 5 Director of Member Services – Ron Witherup

- Futsal Tournament Location
- Advanced Competition fair location
- Tryout meetings
- Team/Coach/Player movement
- Soccer Operations Committee Meetings
- Member Services Meeting
- District 5 spring league administration
- Portland Metro League planning meetings

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Planned editorial for March issue of PlayOn!
- Drafted content for website slides and emails regarding Sounders FC Community Shield and new website
- Conference call on Seattle Sounders FC Community Partner details
- Drafted potential sponsorship proposal
- Final preparations and review for new website launch
- Reviewed and approved various graphics and updates for website

Webmaster/Graphic Designer – Jinger Hendricks

- Sounders FC Community Shield for both current and new website
- Social Media graphics for new website
- Slide designs for new website
- Elite Referee Development logo design
- Org Chart layout for Grant
- Special Offers Blast
- Boys U15-U19 Challenge Cup and US Youth Soccer WA State Championships program design
- Final edits to new website before launch

Marketing & Events Assistant – Kristen Phillips *Out of Office 2.20.12*

- Created Facebook and Twitter posts
- Preparation for BU15-U19 Challenge Cup & BU15-U18 State Championships
    - Organized & transported Pins, Medals and Trophies
    - Sent team rosters to AGA Sports and Legends Photography
    - Coordinated vendors
    - Created announcer books
    - Edited/proofed souvenir programs
- Conference call on Seattle Sounders FC Community Partner details
- Continued promoting the Sounders FC Community Shield Match and Kickoff Luncheon
- Sounders FC Community Shield Match preparation
    - Sent out email blast to membership for volunteers
- Sounders Women Meeting

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Translating National "D" License Coaching Course Materials

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices – Checks Cut on Friday
- Accounts Receivable Invoices – State Cup registration closed on February 13, 2012 so all payments needed to be by this date. All payments have been posted to date with the exception of a couple questionable items.
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Phones
- Cups clerical work
- Program preparation
- Various clerical duties