EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Marketing meetings with staff
- Recreational-Select meetings with staff
- Cup updates with staff
- Planning Recreational Cup 2013
- Preparations for BOD meeting March 16, 2013
- Planning meetings for AGM and Awards Luncheon May 2013
- Discussions with staff regarding BOD Nominations and elections May 2013
- Member Services planning and community meetings process
- RCL discussions regarding Fall 2013
- Communications overview and review with staff
- Discussions and planning regarding 2013 July change in RMA procedure
- Sponsorship meetings and review with staff
- Budget update and review with staff
- Referee meetings and planning with staff
- Budget Planning for 2013-2014 FY

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- No Report Submitted

Director of Coaching Education – James Charette

- "E" and "D" License retesting process/procedure
- Coaches Corner
- "C" License pre-course work
- "C" License preparation
- RDO Assistance/training
- RDO Monthly Coaching Education course update template

Program & Event Manager – Lacey Schreiner

Coaching Education:

- RDO/Lacey Coaching Education email and phone
- "E" and "D" License retesting process/procedure
- "C" License pre-course work
- "C" License preparation

Elite Player Development:

- Training schedules
- Preparing for the Boys 99 Celebration
- May Event Budget
- EPD Staff Meeting in the works

Competition Development Manager – Matt Moran

- Finalized State Cup schedules & reschedules
- Communicated to ATRs
- Meeting with sponsor
- Approved sanctioning for 8 Tournaments

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League reschedules
- Regional Club League Subcommittee notes
- Select and Recreational subcommittee support
- SOC meeting report on RMA and data

Recreational & Select Programs Coordinator – Kim Calkins

- TOPSoccer
- Recreational Soccer
- Select Soccer
- Hall of Fame
- Registration

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
- Answered bylaws questions for associations and clubs
- Edited documents for the Membership Advisory Committee and emailed to the Board of Directors
- Followed up on action items from local meetings recently attended
- Provided support on player releases for staff out of the office

Meetings:

- Meeting with Des Moines – Midway Soccer Club board member
- Webinar - How to Write Faster: Tips for Nonprofit Marketers and Fundraisers
- Meeting with recreational club presidents from Des Moines – Midway and West Highline Soccer Clubs to discuss merger
- Attended Grays Harbor Foothills Youth Soccer Association board meeting
- Webinar - Lives on the Line: Why and How Mission-Driven Leaders Are Embracing Performance Management

Community and Outreach Program Manager – Ellie Lipton

- Completed the first week of *Soccer for Success'* Spring season
- Registered 814 Spring *Soccer for Success* participants
- Observed program sites

Region 5 Director of Member Services – Ron Witherup

- PML Administration
- Coaches meetings for various clubs
- SOC meetings and activities
- Advanced Competition Soccer Fair and Summit planning

Administrative Assistant – Maria Zuniga

- Risk Management
- Soccer for Success Administrative Support

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Web slides posted to website
- Web updates as needed
- Updated sanctioned tournaments on the website
- Planning for March *PlayOn!*