EXECUTIVE OFFICE

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

- Staff Meeting
- Dinner meeting with Paul Mullen from BC Soccer
- Staff meetings with Paul Mullen
- Coaching Meeting at Holiday Inn with Gary White
- Bylaws Conference Call #3
- Board of Directors meeting at Holiday Inn
- Annual Player Fee Meeting at Holiday Inn
- Technical Department meetings
- Communications staff meeting
- Budget review meetings with staff
- Seattle Sports Commission Awards Ceremony
- Recreational Soccer program review meeting with staff
- Member Services meeting
- Cups Review with Matt Moran
- State Spring League meeting
- Soccer Operations Committee Draft minutes from Jan 21, 2012 meeting

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Coaching Education Staff Training Summit
- Elite Player Development Region IV Championships Celebration Night
- National "C" License Preparation
- 2012 Coaching Education Preparation

Director of Youth Development – Darren Sawatzky

- BC Soccer meeting with Paul Mullan
- BC Soccer dinner
- Elite Player Development Region IV Championship wrap up
- Elite Player Development training schedule
- Elite Player Development parent/player emails/phone calls
- Technical meeting

Technical Administrator – Kimberly Grant

- Coaching Education Staff Training Summit
- Elite Player Development Region IV Championships Celebration Night
- National "C" License Preparation
- 2012 Coaching Education Preparation

Competition Development Manager – Matt Moran

- Communicated to all coaches and team managers, etc. regarding the change in schedules for Founders Cup games due to the weather
- Launched College Coach program and player profiles
- Worked on Recreational Cup rules

Development Coordinator – David Griffiths

Futsal

- Prepared for and ran a futsal clinic for Grays Harbor Youth Soccer club and the local YMCA.
- Continued preparations for futsal cups
- Sent out communications with regards to futsal

Coaches Education

- Attended USSF "E" license summit

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club reschedules
- State League reschedules
- State League scoring support
- Association & Club support
- WA Youth Soccer data backup and archive protocol

Apparel & Programs Specialist – Serwaah Fordjour

- Preparation for Elite Player Development Celebration Night
- Assisted at the Coaches Summit
- Attended Annual Player Fee Meeting

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 and Club board members
- Worked with Districts, Member Associations, and Clubs on nonprofit corporation and tax-exempt requirements and resources
- Provided website content edits
- Posted 3 new blogs posts at *Set Plays* – TOPSoccer Featured on KOMO 4 News, IRS Releases New Search Tool for Charities, and Free Webinars on Child Abuse Prevention in Youth Sports
- Prepared materials for bylaws and nonprofit education session for Annual Player Fee Meeting
- Prepared documents for WA Youth Soccer Board of Directors meeting

Meetings

- WA Youth Soccer Revised Proposed Bylaws Amendments conference call
- WA Youth Soccer Board of Directors meeting
- Annual Player Fee Meeting

Member Services & Outreach Coordinator – Heather Turney

- Grant Development
- Grant Research
- Community Development
- Soccer Operations Committee/Board Of Directors Minutes

Region 5 Director of Member Services – Ron Witherup

- Annual Player Fee Meeting
- Cowlitz Youth Soccer Association Meeting
- Rescheduled the Region 5 League Schedules
- Referee assigning for the Region 5 league
- Referee discussions regarding the area
- Discussions with Oregon regarding fall league

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Prepared for and ran Annual Player Fee Meeting
- Prepared marketing presentation for Annual Player Fee Meeting
- Reviewed timeline and staff responsibilities for Annual Player Fee Meeting with staff
- Marketing Department call with American Eagle
- Facilitated staff reviews of new website content
- Edited content for new website
- Met with Paul Mullen from BC Soccer to share marketing tactics

Webmaster/Graphic Designer – Jinger Hendricks

- Website content transfer from current website to new platform
- Graphics created for new website
- Editing content after staff review of new website
- Graphics created for 2012 Annual Player Fee Meeting
- Attending and assisted with electronics and presentations at 2012 Annual Player Fee Meeting
- Marketing Department call with American Eagle

Marketing & Events Assistant – Kristen Phillips

- Uploaded directory content into the new website platform
- Wrote content for new website platform
- Annual Player Fee Meeting Preparation
- Created Facebook and Twitter posts
- Assisted with preparation for the Elite Player Development Celebration
- Marketing Department call with American Eagle

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Assisted with State Spring League content in Spanish

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices – Checks cut on Friday
- Accounts Receivable Invoices
- Disciplinary misconduct processing for State League
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website
- Financials prepared for Board Meeting

Administrative Assistant – Paula Vixie

- Reception/phone duties
- Risk Management Support
- College contact database for Technical Department
- Annual Player Fee Meeting