

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Budget Review with staff
- Webinar with Soccer Operations Committee
- Community Partners meeting Seattle Sounders FC
- Federal Way Boys and Girls Club Breakfast
- Technical Director interviews and review
- Feasibility Study meetings with staff
- Member Services meetings
- Planning meetings with staff for Annual General Meeting and Awards Luncheon
- Overview Cups with staff
- Marketing Communications meetings with staff- planning
- Review Soccer in Schools program

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- FC Alliance night with the club
- Meeting with Franklin Pierce SC
- Elite Player Development training schedule
- Elite Player Development player/parent emails/phone calls
- Technical Meeting

Technical Administrator – Kimberly Grant

- Preparation for inaugural “E” License held April 13-15
- Elite Player Development Manager Manual completion
- Preparation for Southwest Washington Advanced Competition Fair
- Boys and Girls Club, Breakfast for Kids
- Pacific Coast Invitational Preparation
- Regional Development Officer (RDO) continued development

Competition Development Manager – Matt Moran *Out of Office 4.13.12*

- Drafted the outline for web content, FAQ’s, and Rules for Technical Department project
- Managed various State Cup issues
- Finalized details for the first annual Futsal Cup
- Attended fundraiser for Boys & Girls Club
- Communicated details to Regional bound teams

Competitive Programs & Business Practices Advisor – Todd Lincoln

- No Report Submitted

Recreational & Select Programs Coordinator – Kim Calkins

- Outreach and answering questions for Select and NRAs
- Association membership development for Federal Way
- Regional Club Subcommittee notes web ready
- Association docs ready for Community College translating volunteers
- Association video finalize story board and organize production dates & people

Apparel & Programs Specialist – Serwaah Fordjour

- Spring League PLUS
 - Met with Liga Hispania President and Registrar
- Elite Player Development
 - Researched/booked training location
- Coaching Education
 - Cross referenced candidate certifications

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
- Shared social media content with marketing department
- Answered questions from Snohomish Youth Soccer Association President regarding Directors & Officers insurance for board members
- Collected current tax-exempt and nonprofit corporation status information on clubs and associations in preparations for local meetings
- Emailed meeting information to the Soccer Operations Committee regarding April 11th webinar and hosted webinar
- Prepared field development case information
- Posted 2 new **Set Plays** blog posts - [Happy National Volunteer Week, April 15-21!](#) and [Introverts and Volunteerism: Are You Engaging All Potential Volunteers?](#)

Meetings

- Meeting with District 3 Commission to discuss select-level league and tournament integration
- Soccer Operations Committee webinar

Member Services & Outreach Coordinator – Heather Turney *Out of Office 4.13.12-4.22.12*

- No Report Submitted

Region 5 Director of Member Services – Ron Witherup

- Advanced Competition Fair, final planning
- Recreational Fair – Confirmed location and date. Acquired two sponsors. Informed clubs
- Portland Metro League Planning – Secured scheduler, working on pricing, updated rules
- Soccer Operations Meeting regarding purpose and scope of Soccer Operations Committee
- Tryout planning
- Merger Discussions and meetings with CWSA and VUSA Timbers

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Prepared web content & press release for Technical Department project
- Coordinated membership email on Futsal Cup
- Edited, approved and published April issue of PlayOn!
- Edited and developed content for WA Youth Soccer informational flyer for Soccer for Success program
- Continued AGM & Awards Luncheon Planning
- Sent email to Association & Club Presidents and Registrars on registration promotion
- Updated Give Big web profile

Marketing & Events Assistant – Kristen Phillips *Out of Office 4.2.12*

- Preparation for Southwest Washington Advanced Competition Fair
- Edited web content & press releases for Technical Department project
- Edited, approved and published April issue of PlayOn!
- Continued AGM & Awards Luncheon Planning
- Updated club/association contact information in website directory
- Managed social media
- Sounders Women game support
 - Contacting and organizing volunteers
 - Booth presence at games
- Sustain the Giving informational meeting

Webmaster/Graphic Designer – Jinger Hendricks

- Sports Authority Special Offers page updates and slide design
- Sanctioned Tournaments added to website
- Odyssey Wrap design
- Soccer for Success flyer design
- Email blast design/code for Futsal Cup
- Sounders FC Special Offers page updates and slide design
- Graphics (3 separate graphics) for Technical Department project

Spanish Translation / Front Desk Support – Maria Zuniga

- PlayOn! Translations
- Translated “D” License Pre-Course Materials
- Administrative Support



FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices – Checks Cut Thursday
- Accounts Receivable Invoices –
- Disciplinary misconduct processing for State Cup Preliminary Games
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Phones and front desk duties
- Processed mail and logged checks
- Processed Credit Card Payments
- Various clerical projects
- Shipped items