Week in Review for February 27-March 2, 2012

EXECUTIVE OFFICE

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

- Meeting Sounders FC marketing
- Regional Club League meetings
- Open Cup planning
- Budget review
- Cup Reviews and planning
- US Soccer Annual General Meeting- Miami
- Board Of Directors Minutes and review

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

- Technical meeting
- League development
- Elite Player Development training schedule
- Elite Player Development competition schedule
- Elite Player Development parent/player emails/phone calls
- Elite Player Development coaching slate

Technical Administrator – Kimberly Grant

- Elite Player Development continued development
- Female Player Development
- US Youth Soccer Convention Report
- Pacific Coast Invitational (PCI) and Pacific Coast Alliance (PCA) Preparation
- National "C" License Preparation
- 2012 Coaching Education Development

Competition Development Manager – Matt Moran

- Gathered game details from last weekend's games for State Cup videos. Wrote Voiceover for videographer
- Finalized registration/payments with teams participating in upcoming State Cup tournaments
- Finalized seeds and schedules for State Cup games
- Held meeting with Notah Begay III Foundation

Development Coordinator – David Griffiths

- No Report Submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League reschedules
- Open Cup notes and discussion
- Office Server Configuration – specifications
- Korrio programming and database configuration discussions

Apparel & Programs Specialist – Serwaah Fordjour

- National "C" License Preparation
  - Collection applications and payments
  - Set up travel accommodations for instructors
- Elite Player Development Scarves
  - Developing plan for selling
  - Created Wufoo form for website
- Research Fields for Elite Player Development Tryouts

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
- Posted Membership Advisory Committee document to website and emailed Council members – visit the Governance page of WashingtonYouthSoccer.org for current information
- Posted 3 new *Set Plays* blog posts – 101 Volunteer Recruitment Secrets, IRS Exempt Organizations Division Reports on 2011 and Its Plans for 2012, and Board Resource: Checklist for a Top-Level Board Governance Committee
- Provided edits and review to various written communications
- Wrote report about the US Youth Soccer Workshop
- Worked with marketing and communications team on new website documents

Meetings

- Conference call with BoardSource about organizational membership

Member Services & Outreach Coordinator – Heather Turney

- Community Partnership Meetings/Discussions with Soles4Chirst, Up2Us, Active Bodies Healthy Minds, Action for Healthy Kids, and OSPI
- Webinar from GEO Partners on Scale for Program/Grant Development
- Continued work on Soccer for Success program outline and partnership development
- Managed volunteer staff at Seattle Sounders Community Shield Game
- Bimonthly TOPSoccer Meeting
- Launched TOPSoccer Facebook page
- TOPSoccer Social Media
- Set Plays Blog Post development
- TOPSoccer grant/article review
- TOPSoccer Buddy Training Scheduling: Whatcom and Snohomish

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League Planning
- Club Merger Reviews
- Camas/Washougal parents meeting
- BU16-19 tryouts
- Coach Transfer questions
- District 5 Spring League administration

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Reviewed new website edits and communications
- Began Annual Report planning
- Began Annual General Meeting and Awards Luncheon planning
- Reviewed staff content for emails and web updates
- Met with potential sponsors
- Reviewed content for Cabot Volunteer App
- Continued coordinating PlayOn! editorial and Spanish translations

Webmaster/Graphic Designer – Jinger Hendricks

- New Website launched
- Edits to new website, updates, handling functionality issues after going live
- Screenshots of old website
- Process of backing up all old website files
- New Website email blast designed and coded
- Added Sanctioned Tournaments to new website
- Created Social Media icons

Marketing & Events Assistant – Kristen Phillips

- Updated club/association contact information in website directory
- Preparation for Sounders FC Community Shield Match
    - Organized volunteers
    - Correspondence with Sounders FC
- Uploaded BU15-19 Challenge Cup recap video to YouTube
- Uploaded BU15-18 US Youth Soccer WA State Championships recap video to YouTube
- Managed social media

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Translating PlayOn!

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing for State League
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website

Administrative Assistant – Paula Vixie

- Phones and reception duty
- Various clerical tasks
- Assisted Coaching Education