

EXECUTIVE OFFICE

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

- Staff Meeting
- Regional Club League meetings with staff
- Technical Department meeting regarding ODP Championships in January 2012
- State Cup meetings with staff
- Recreational Cup 2011 Finals weekend review
- Sponsorship meetings with staff
- Legal Counsel meetings regarding Bylaws
- Preparation for BOD Special meeting Conference call
- Final Budget 2012-2013 Review with staff
- Planning for Annual Player Fee Meeting in January 2012
- Final meetings review Audit 2010-2011
- Planning for US Youth Soccer and US Soccer meetings in 2012 Q1

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Final review of Dec issue of PlayOn!, published issue
- Gave final edits on Budget
- Worked with State Cup vendors to prepare for 2011 Sports Authority Recreational Cup semi-finals and Finals Event
- Constant Contact email marketing seminar
- Potential sponsor meeting
- Reviewed proofs of Sports Authority Recreational Cup programs and Holiday Card
- Spoke with printing vendor about needs for Annual Player Fee Meeting book
- Reviewed email content for staff
- Met with Member Services Director on upcoming projects
- Coordinated reservations and space requests with the Holiday Inn
- Marketing staff meeting
- Marketing team meetings on website project
- Planned Marketing team tasks and to-do list for next three weeks
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Designed/printed Recreational Cup Program
- Recreational Cup Schedules/Scores added to website
- Numerous Recreational Cup updates
- Staff image for Will Niccolls
- Organized document categories on new website platform
- 2-day meeting with Marketing Department regarding/assessing all content on current/graphics
- Numerous website updates/slides designed and posted

Marketing & Events Assistant – Kristen Phillips

- Attended “The Power of Email Marketing” Seminar
- Attended the “How to Build Your Influence, Your List, and Make Money with Your Ezine” Seminar
- 2011 Sports Authority Recreational Cup preparation
- Created Facebook and Twitter posts
- 2-day meeting with Marketing Department regarding/assessing all content on current/graphics
- Elite Player Development Open House
- Edited *PlayOn!* content

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- PlayOn! Translations

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 registration statuses
- Edited content for staff
- Published 2 new posts on the [Set Plays](#) blog – learn about [questions to ask a prospective board member](#) and [how to survive an IRS audit](#)
- Continued preparing for the Annual Player Fee Meeting

Meetings:

- Meeting with marketing director about upcoming action items

Member Services & Outreach Coordinator – Heather Turney

- TOPSoccer speaking event
- Soccer for Success program development
- Soccer for Success grant development

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League Awards
- Northern County Club Merger Meetings
- Worked at the Recreational Cup Semifinals and Finals
- Various Club board meetings

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Inaugural Elite Player Development Open House
- Washington Premier Coaching Summit
- Directors of Coaching (DOC) Meeting
- Recreational Cup 2011
- Futsal Development
- Club Development
- Elite Player Development Program (EPD) Pool Formation/Continued Development
- Region IV Olympic Development Program (ODP) Regional Championship preparation
- Continued Technical Department Blog Development, “Growing the Game with Gary White”

Director of Youth Development – Darren Sawatzky

- Elite Player Development Open House
- Elite Player Development parent/player email/phone calls
- Elite Player Development training schedule
- Elite Player Development competition schedule
- Technical Meeting
- Youth system summary meeting

Technical Administrator – Kim Grant

- Inaugural Elite Player Development Open House
- Washington Premier Coaching Summit
- Coaching Education 2012 preparation
- Elite Player Development Program (EPD) Pool Formation/Continued Development
- Region IV Olympic Development Program (ODP) Regional Championship preparation
- Continued Technical Department Blog Development, “Growing the Game with Gary White”

Competition Development Manager – Matt Moran

- 2011 Sports Authority Recreational Cup – Results can be found on the website

Development Coordinator – David Griffiths

- No report submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club Spring Schedules
- Regional Club Directors of Coaching meeting
- State League Spring Schedules

Apparel & Programs Specialist – Serwaah Fordjour

- Elite Player Development Pool Night
- Worked with Jinger To Create Elite Player Development Apparel Flyer
- Created WuFoo form for Elite Player Development Apparel Order Form
- Created Document of Elite Player Development Trainings for Website

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- 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
- Founders Cup Reconciliation Completed
- Challenge and State Championship Cup Reconciliations started

Administrative Assistant – Paula Vixie

- Front desk and phone duties
- Risk Management Support
- Various clerical tasks
- Preparing documents, etc for Recreational Cup
- Verified Regional Club League Scores