
EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Meeting with the Pacific Institute
- Planning meeting review with Holiday Inn for AGM
- Preparations for BOD-SOC joint meeting
- Preparations for AGM & Awards Luncheon
- Budget review with Staff
- Planning for Open Cup 2012
- Marketing Communications meetings with staff
- Elite Player Development conference call with BC and staff
- BOD-SOC joint meeting
- Annual General Meeting & Awards Luncheon

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development training/competition schedule
- Elite Player Development rosters for California
- Elite Player Development coaching slate
- Technical meeting
- Elite Player Development player/parent phone calls/emails

Technical Administrator – Kimberly Grant

- Pro + Invitational Preparation
- Preparation for Virginia Mason Coaching Education Event
- 2012-2013 Elite Player Development program preparation
- Coaching Education Continued Development
- Regional Development Officer (RDO) continued development

Competition Development Manager – Matt Moran

- finalized State Cup recap videos
- Communicating to teams attending the Far West Regional Championships and Region IV Presidents Cup (Hotels, registration, rosters, etc.)
- Answering questions about Open Cup & finalizing plans

Competitive Programs & Business Practices Advisor – Todd Lincoln

Open Cup planning

Annual General Meeting planning

Documents and statistics for the Board of Directors meeting

Regional Club resolutions from the Regional Club Subcommittee and DoC group

Recreational & Select Programs Coordinator – Kim Calkins

- Outreach to all groups for Open Cup
- Responding to questions regarding Open Cup
- AGM – Recreational Committee process development with SOC members
- Communication outreach to recreational and select groups – building an understanding of the current landscape
- Creating strategic plan for recreational and select programs
- Project Enrollment work for Federal Way Soccer Association

Apparel & Programs Specialist – Serwaah Fordjour *Out of Office 5.18.12*

- Elite Player Development
 - Confirmed Pro+ Invitational Schedule
 - Created Staff Roster Sheet
 - Distributed Coaches Gear
- Reviewed match reports for Spring League PLUS
- Administrative
 - Approved Player Releases
 - Picked Up Staff Apparel for Annual General Meeting

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler

- No Report Submitted

Member Services & Outreach Coordinator – Heather Turney *Out of Office 5.7.12*

- No Report Submitted

Region 5 Director of Member Services – Ron Witherup

- Soccer Operations Committee Meetings
- SW Washington Soccer Fair Coordination
- Portland Metro League Fall Planning (Registration now open)
- District 5 Spring League
- Inter-district league fall games planning

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- Edited Annual Report content
- Scheduled email blasts and editorial
- Continued planning and preparation for Annual General Meeting and Awards Luncheon
- Drafted and edited Starfire Sports email blast
- Set-up for 2012 AGM and Of The Year Awards Luncheon
- Attended 2012 AGM and Of The Year Awards Luncheon

Marketing & Events Assistant – Kristen Phillips

- Continued planning and preparation for Annual General Meeting and Awards Luncheon
- Set-up for 2012 AGM and Of The Year Awards Luncheon
- Attended 2012 AGM and Of The Year Awards Luncheon
- Updated Club/Association contact information in website directory
- Managed social media
- Edited Annual Report content

Webmaster/Graphic Designer – Jinger Hendricks

- WA Youth Soccer Organization Chart and Communications Matrix for AGM packet
- Starfire Sports blast coded/tested/sent
- Social Media flyers with QR code for registration tables
- Of The Year certificates designed for Of The Year Awards Luncheon
- Web updates as needed/PDFs loaded to the website/linked accordingly
- Elite Player Development Facebook cover designed
- PowerPoint presentation layout and design for Of The Year Awards Luncheon
- Nametags created for guests at AGM and Of The Year Awards Luncheon
- Posters spray mounted onto poster board for the AGM and Of The Year Awards Luncheon
- Luncheon signs for centerpieces
- Finalized 2011-2012 Annual Report/upload to printer/pre-press process
- Finalized pre-press process for WA Youth Soccer marketing vehicle
- Set-up for 2012 AGM and Of The Year Awards Luncheon
- Attended 2012 AGM and Of The Year Awards Luncheon

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support
- Translated TOPSoccer & *Soccer for Success* Form
- Assisted with Annual General Meeting Preparation

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices
- Accounts Receivable Invoices
- Reviewed Financials for the Annual Report
- 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

- Processed Mail
- Mailed Checks
- Various Clerical Tasks
- Processed Payments
- Logged Checks