Week-in-Review for March 14 – 18, 2011

EXECUTIVE OFFICE

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

- Staff meeting
- Northwest Invitational Planning Meeting
- Budget Review with staff
- Staff department reorganization
- Operational Document review meeting
- Technical Department planning meetings
- Cup planning meetings
- Preparation for BOD meeting
- BOD meeting
- Member Services meetings
- Marketing and sponsor discussions
- Strategic Plan review with staff
- EPD Review with staff

MARKETING, COMMUNICATIONS, SPONSORSHIPS & EVENTS DEPARTMENT

Director of Marketing & Partnership Development – Amy Wallsmith

- Preparation and wrap-up for transitioning out of position
- Partner and sponsorship meetings
- Staff meetings for transfer of duties

Communications & Marketing Coordinator – Elizabeth Flannery

- Helped with training of new Webmaster/Graphic Designer
- Partner meetings to facilitate transition of partner management from Amy Wallsmith
- Meetings with Amy Wallsmith on transition of duties
- Staff meetings on department reorganization
- Assisted with State Cup score reporting information
- Met with printing vendor and toured facility to review capabilities
- State Cup bracketing editing and web updating
- Coordinated details for Thursday conference call with Doug and Terry
- Managed social media content

Webmaster/Graphic Designer – Jinger Hendricks

- Became familiarized with the layout/build of Washington Youth Soccer's current website
- Updated website numerous times per day as requested (edit/delete/update/add pages & modules, images, PDFs) as well as making small changes to site, layout and design-wise
- Annual Report cover and book concepts
- Northwest Invitational image layout & update to website
- TOPSoccer flyer concepts
- Toured print shop for upcoming and possible future projects

Marketing & Events Intern – Kristen Phillips *Out of the office from 3.18-3.25

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COMMUNITY OUTREACH

Soccer in Schools and Community Outreach – David Griffiths

- Soccer Across WA
  - Met with Wenatchee Valley Youth Soccer Association representatives to discuss outreach programming for this year
  - Summer soccer outreach league format
  - Run by the local Association
- Soccer in Schools
  - Met with NW Nationals in plan a series of visits at local schools
    - Aiming to reach 10 elementary schools
    - In-class and after schools programs
  - Seattle Public School teachers training day at Eckstein Middle School
- NW Invitational
  - Tournament update meeting at Starfire
  - Positions delegated to staff members: (Teddy Mitalas is Tournament director, Heidi Dettmer will oversee facility set-up)
  - Brought deadline for registration forward
- TOPSoccer
  - Event: MVP 5k for Autism, Stadium HS, Tacoma
- Anti Gang Program
  - Highpoint status update meeting
  - South Park status update meeting

Community Programs Assistant - Heather Turney

- Delridge Playfield opening
- NW National Schools Program- contacted schools in Edmonds to set up both In Class and After School programs
- Finalized TOPSoccer Booth for weekend
- Soccer Pacific Exchange- further communication with Registers
- TOPSoccer Summit: Location visits
- Soccer In School visit at John Muir Elementary School

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Member and Organizational Services

Organization and Member Services Director – Hillary Beehler

Member Services:

- Continued review process of Operating Documents
- Communication with US Youth Soccer office about Club Directory questions
- Answered membership emails and phone calls
- Coordinated Portland Metro League information gathering for web updates
- Provided comments on topics for the Board of Directors meeting

Meetings:

- Teleseminar on Constitution and Bylaws with Master Your Meetings
- Conference call with Soccer Operations Committee members about Operating Documents tasks
- Various meetings with staff to discuss membership issues
- Meeting with Inland Empire Youth Soccer Association and Spokane Shadow boards to discuss the Regional Club Charter
- Meeting with Wenatchee Valley Youth Soccer Association to discuss soccer outreach opportunities

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Wenatchee Outreach meeting
- Spokane Inland Empire Youth Soccer Association -Shadow Charter meeting
- South Snohomish County Youth Soccer Association – Northshore Youth Soccer Association meeting
- Cup Bracketing Revisions

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League Rules
- Portland Metro league spring administration
- Oregon Soccer Central meeting preparation
- Advanced Competition Fair preparation
- Portland Timbers Meeting

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LEAGUES AND COMPETITION

Administrator of State Cups and Special Events – Brenda Heintz *Out of the office March 7-21

State League and Apparel Administrator – Heidi Dettmer

- Marketing planning for the 2011 Fall State League
- Assisted managers and coaches with State League administrative duties
- State League Schedule changes
- Meeting at Starfire regarding Northwest Invitational
- Contacted Adidas to have banners, flags, etc. sent to us.
- Initiated Super-20 team formation and marketing
- Contacted various Under-20 players from Washington State
- Contacted Coaching Directors to notify them of the upcoming National "C" License Course
- Called National "D" License holders to inform them of the upcoming National "C" License Course

TECHNICAL DEPARTMENT

Technical Director – Gary White

- Select Committee Meeting Preparation
- Spokane Technical Charter Visit
- Spokane Coaching Education Workshop
- Regional Development Officer Programming/Planning
- Super 20's Preparation
- Coaching Education Continued Development
- National "C" License Preparation
- Pacific Coast Invitational Preparation

Director of Youth Development – Darren Sawatzky

- Elite Player Development training schedule
- Elite Player Development coaches organization
- Regional Training Center Winter wrap up, payroll
- Northwest Territories tournament organization
  - Team invitation
  - Technical meeting
  - Tournament organization
- Technical meeting
  - Regional Training Center program review
  - Elite Player Development program review

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Technical Administrator – Kim Grant

- Spokane Technical Charter Visit
- Coaching Education Continued Development
- National "C" License preparation
- Continued Korrio Development
- Regional Development Officer Korrio Training
- Pacific Coast Invitational Preparation

RECEPTION

Administrative Assistant – Paula Vixie

- Front desk duties
- Reviewed documents
- Continued reconciling payments (Cups)
- Various office projects

Front Desk/Reception/Translation – Maria Zuniga

- Administrative Support

FINANCIAL, HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins *Out of the office 3.17-18

- Accounts Payable invoices
- Accounts Receivable Invoices
- Disciplinary misconduct processing
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website
- Invoicing for State Cup fees
- Working on updates to Tournament sanctioning packet