Week in Review for November 12-16, 2012

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Budget meetings
- Sponsorship meetings
- Meeting with Alaska Youth Soccer President and Executive Director
- Cup meetings
- Eastern Washington meetings

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development training/Competition schedule
- Elite Player Development roster formation
- Technical meeting
- League formation meeting
- US Soccer Training Center

Program & Event Manager – Kimberly Grant

- Preparation for US Soccer E/D License Workshop
- Region IV ODP Championships Preparation
- Regional Development Officer (RDO) continued development
- 2012-2013 Coaching Education Strategic Plan and vision
- Continued development Coaching Education 2013

Competition Development Manager – Matt Moran

State Cup Preparation:

- Registration
- Posting payments
- Responding to questions
- Finalizing teams
- Starting scheduling

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Office Server upgrade and transfer

Recreational & Select Programs Coordinator – Kim Calkins

- No Report Submitted

Apparel & Programs Specialist – Serwaah Fordjour

- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio

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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
- Answered questions about operating and governing documents for board members
- Completed action items from the Board of Directors meeting
- Followed up with Eastern WA Member Associations and Clubs on action items from past meetings
- Communicated with Membership Advisory Committee (MAC) members regarding upcoming meeting

Meetings

- ·Attended the Membership Associations Committee (MAC) meeting

Member Services & Outreach Coordinator – Heather Turney

- No Report Submitted

Region 5 Director of Member Services – Ron Witherup

- No Report Submitted

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Meeting with Alaska Youth Soccer President and Executive Director
- Sports Authority coupon mailer
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio

Webmaster/Graphic Designer – Jinger Hendricks

- Made edits and final design/layout tweaks to The History Book – posted to website as resource
- UW slide and Special Offers page update
- Uploaded Operating Documents, Meeting Minutes
- Tech support for office
- EPD page updates, slide created