
EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Varsity Communications meetings
- Open Cup meetings
- Budget review with staff
- RCL meetings with staff
- Regional Cups review with staff
- Recreational Cup 2012 Rules review
- 2012-2013 Calendar review with staff

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development coaching slate
- Elite Player Development training/competition schedule
- Review of Pro+ Event
- Parent/player emails/phones
- Technical meeting

Technical Administrator – Kimberly Grant

- Pro + Invitational Ventura, CA
- 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

- No Report Submitted

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Open Cup Planning
- Regional Club Subcommittee meeting
- Server configuration meetings
- Korrio meeting

Recreational & Select Programs Coordinator – Kim Calkins *Out of Office May 29, 2012*

- Responding to questions regarding Open Cup
- Responding to Rec questions for the summer months
- Communication outreach to recreational and select groups – building an understanding of the current landscape
- Creating strategic plan for recreational and select programs
- Recreation/Select clinics
- Project Enrollment work for Federal Way Soccer Association

Apparel & Programs Specialist – Serwaah Fordjour *Out of Office May 29, 2012*

Elite Player Development

- Uniform Cleaning and Inventory
- Equipment Recon

Coaching Education

- Create certificates
- Provide Equipment for D License

Deliver US Youth Degree Uniforms to Embroider

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
- Worked with Perry Woodford, District 3 Commissioner, on operating documents review
- Provided support to a Club board dealing with club rules and expectations for parents
- Followed up with Feasibility Study Committee members to provide documents discussed at the May 21st meeting
- Worked with various Association and District board members to address 501(c)(3) questions
- Worked with the Marketing Department on updating website content and documents
- Prepared communications on the Membership Advisory Committee
- Continued working with committee members to edit documents for the Feasibility Study

Meetings

- Participated in *The 4 Keys to Pitch-Perfect Messaging* webinar
- Attended Stanford Social Innovation Review's *Leading in a Hyperconnected World: Driving Innovation & Impact with Digital Media* webcast
- Participated in *Social Media for Social Good: A How-To Webinar for Nonprofits*
- Hosted Families of Effective Autism Treatment (FEAT) of Washington and Exceptional Families Network event at WA Youth Soccer corporate office

Member Services & Outreach Coordinator – Heather Turney

- Out of Office May 28-June 1, 2012

Region 5 Director of Member Services – Ron Witherup

- SW Washington Soccer Fair Coordination

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Assistant – Kristen Phillips

- Updated Club/Association contact information in website directory
- Managed social media
- Preparation for Region IV Presidents Cup
- Updated Communications Calendar
- Preparing for transition – Director of Marketing's departure
- Coordinated Sounders Women volunteers

Webmaster/Graphic Designer – Jinger Hendricks

- FAQs via website
- Sanctioned Tournaments added to website
- Save the Date slide for 2013 APFM & AGM
- Open Cup slide updated/uploaded
- Virginia Mason slide created/uploaded
- Tacoma Rainiers slide created/uploaded
- Odyssey Wrap graphics communication with printer
- Seattle United templates created for PowerPoint

Spanish Translation / Front Desk Support – Maria Zuniga

- Administrative Support

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins *Out of Office May 31-June 1, 2012*

- 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

Administrative Assistant – Paula Vixie *Out of Office May 29, 2012*

- Processed Mail
- Various Clerical Tasks
- Processed Payments
- Logged checks.
- Shipped items