Week-in-Review for July 18 – July 22, 2011

EXECUTIVE OFFICE

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

- Technical Department meetings
- State League Meetings
- Recreational Cup Committee Meetings
- Regional Club Subcommittee and Regional Club League staff meetings
- Budget review with staff
- Strategic plan review with staff
- Sounders Women's Finals Staff meeting
- Select Committee meeting with staff planning
- Member Services meeting and planning
- Communications group meeting with staff
- Marketing Meetings with vendors
- Risk Management meeting with staff
- Coaching education meetings and planning
- Technology Committee meetings with staff
- Korrio discussions with staff
- Planning discussions for 2012-2013

MARKETING & COMMUNICATIONS DEPARTMENT

Director of Marketing & Communications – Elizabeth Flannery

- No report submitted

Webmaster/Graphic Designer – Jinger Hendricks

- Slide designs for website homepage
- Internal WA Youth Soccer document template for web posting PDFs
- Creative meeting with American Eagle regarding new website
- Elite Player Development logo development
- 2011 W-League Championships program cover & layout design
- Various web updates

Marketing & Events Assistant – Kristen Phillips

- Updated information for Clubs and Associations on the website
- Seattle Sounders Women Meeting
- Marketing Department Meeting
- Preparation for W-League Championships
    - Embassy Suites walkthrough for the W-League Banquet
    - Promotion and Correspondence
    - Gathered team information
    - In process of creating guest list
- Posted a blog post to the Youth Soccer Month blog
- Created posts for Facebook and Twitter
- Creative meeting with American Eagle regarding new website

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Marketing Intern – Chandler Dent

- Project for member services
    - Researched Bylaws and Department of Revenue for each association
- Sounders Women work

Spanish Translation / Front Desk Support – Maria Zuniga

- No report submitted

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 board members
- Assembled documents requested by Association and Club board members
- Continued assembling Association and Districts' meeting dates and bylaws data
- Reviewed TOPSoccer documents
- Researched business license requirements for nonprofits in WA State
- Updated Portland Metro League content on website

Meetings:

- Attended webinar about Social Networking

Member Services and Outreach Coordinator - Heather Turney

- Soccer in Schools Toolkit
- Soccer in Schools Curriculum
- Nutrition Research
- TOPSoccer Toolkit
- TOPSoccer Outreach and Development
- Anti-Gang Program Coordination
- SoccerPacific
- Special Olympics WA Memorandum of Understanding
- Community Liaison
- Program Development & Monitoring Research
- Outreach Development

Region 5 Director of Member Services – Ron Witherup

- Portland Metro League
    - Registrations
    - Fields,
    - Referees

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TECHNICAL DEPARTMENT

Technical Director – Gary White

- Preparation for National A/B License
- Elite Player Development Staff Meeting
- Recreational Cup Committee Meeting
- Regional Club League Visit Preparation
- Schools Program Continued Development
- Age Appropriate Training, Under 10 and Under 12 Modules
- Coaching Education Continued Development and Maintenance
- Elite Player Development 2011-2012 Preparation

Director of Youth Development – Darren Sawatzky

- Elite Player Development tryout restructure
- Elite Player Development coaching staff structure
- Elite Player Development Coaches meeting
- Elite Player Development curriculum
- Elite Player Development training schedule
- Elite Player Development competition schedule
- Technical meeting

Technical Administrator – Kim Grant

- Preparation for National A/B License
- Elite Player Development Staff Meeting
- Recreational Cup Committee Meeting
- Coaching Education Continued Development and Maintenance
- Regional Club League Visit Preparation
- Elite Player Development Continued Development and 2011-2012 Preparation

Development Coordinator – David Griffiths *Out of the Office 7.18-7.29*

Competitive Programs and Business Practices Advisor – Todd Lincoln

- Regional Club League formation and team placement
- Regional Club League website construction and development
- Club registration database/insurance procedure (State level compilation)
- Review of competitive bids for Office server replacement
- Review of vendor products

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State League Administrator – Heidi Dettmer

- Closed Girls Under-13 State League applications
- Communicated with Korrio about running reports
- Sorted through State League reports and organized data
- Meeting with Gary and Todd regarding League structure
- Collected Elite Player Development uniform set
- Sounders Women Final Four meeting
- Fall State League Communication
- Attended Recreational Cup Meeting
- Typed out Draft of Recreational Cup Meeting
- Worked on Presidents Cup Technical Report

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance and Human Resources Administrator - Jillian Higgins *Out of the Office 7.18-7.22*

Administrative Assistant – Paula Vixie

- Front desk/phone duty
- Various clerical projects
- Making various travel arrangements
- Risk Management Recon