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**EXECUTIVE OFFICE**

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

- Staff meeting
- ODP Championships in Phoenix meetings with Technical Staff
- Budget review meetings
- Communications meeting
- Strategic Plan review with Staff
- Cup review with staff
- BOD preparation for meeting March 19, 2011
- Meeting with Nominations Committee
- Marketing meeting with staff
- RCL meetings with staff

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**MARKETING, COMMUNICATIONS, SPONSORSHIPS & EVENTS DEPARTMENT**

**Director of Marketing & Partnership Development – Amy Wallsmith**

- Updated Master Calendar
- Set up interviews for Webmaster/Graphic Artist final candidates
- Completed 15 web updates
- Created Front page Slide for Elite Player Development Teams headed to Nationals
- Reviewed Starfire invoices
- Reviewed and compiled cost comparisons for American Eagle
- Cleaned and organized inbox
- Filed and created sponsorship contract binders
- Drafted Annual General Meeting agenda for review
- Drafted Annual General Meeting budget – costs
- Organized March 19<sup>th</sup> Board meeting at the Holiday Inn
- Followed up with current sponsors on specific dates on events and contract elements
- Coordinated Special offer email blast with Elizabeth
- Worked on html code

**Communications & Marketing Coordinator – Elizabeth Flannery**

- Meeting with staff on registration procedures
- Wrote and coordinated Special Offer email blast; worked on html code for blast
- Coordinated social media coverage for EPD team at ODP National Championships over the weekend
- Wrote-up overview of Constant Contact services
- Contact updates
- Initial review of PlayOn! proof and content, coordinated ad content and editorial
- Reviewed and edited program content for emails, web, distribution, etc.
- Weekly Korrio meeting
- Managed social media content

## Week-in-Review for February 28 – March 4, 2011



### Marketing & Events Intern – Kristen Phillips

- Reviewed and edited the Operating Documents: Administrative Structure (ST)
- Reviewed and edited the Operating Documents: Coaching
- Reviewed and edited the Operating Documents: Information (IN)
- Reviewed and edited the Operating Documents: Registration (RG)
- Updated Outlook master calendar
- Cleaned out the PlayOn! Email Account
- Picked up referee flipping coins from Northwest Trophy and Awards
- Risk Management Auto Renewal and New Application Processing

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## COMMUNITY OUTREACH

### Soccer in Schools and Community Outreach – David Griffiths

- Weekly staff meeting
- Schools Program
  - Seattle Youth Soccer Association Schools program update meeting
  - Tumwater School District PE teachers workshop with Blackhills FC
  - In-class visit in Westview Elementary, Burlington
- NW Invitational
  - Meeting with Teddy Mitalas for planning, scheduling and additional teams
  - Collecting payment
  - Communications with teams/clubs within Region IV

### Community Programs Assistant - Heather Turney

- Event planning for possible future events - created informational documents, started communications with registrars regarding timelines
- Community Outreach Editorial piece- started research and writing
- Community Outreach website- verbiage updates, Community page etc
- Worked on miscellaneous projects as assigned: Aided in Spanish translation of website
- Collected, compiled and collated informational packet and DVD for the Concussion Seminar for US Youth Soccer Workshop in Pheonix

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## Member and Organizational Services

### Organization and Member Services Director – Hillary Beehler

#### Member Services:

- Followed up on Soccer Operations Committee meeting topics
- Continued working with the Soccer Operations Committee on the Operating Documents

#### Meetings:

- Meeting with Korrio
- Conference call with Positive Coaching Alliance representative
- Meeting with staff about registration and player card processes
- Scheduled March meetings with Clubs and Associations across the state

## Week-in-Review for February 28 – March 4, 2011



### **Competitive Programs and Business Practices Advisor – Todd Lincoln**

- Regional Club Subcommittee notes
- Regional Club Subcommittee seat vote
- Note compilation from District 1 meeting, Soccer Operations Committee meetings
- Cup Discussions
- Risk Management discussions with staff
- Korrio meeting
- Charter Association and Club discussions

### **Region 5 Director of Member Services – Ron Witherup**

- Portland Metro League planning for 2011/2012 season
- Portland Metro League Rules
- District 5 Advanced Competition Fair
- CYSF Board Meeting
- Local Clubs Web consulting

## **LEAGUES AND COMPETITION**

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### **Administrator of State Cups and Special Events – Brenda Heintz**

- Meeting with Roberto re: Referees for remaining State Cups
- Communicated with Association Registrars re: current registration
- Worked on current registration issues/updated teams
- Preparation for the Regionals/Far West Regionals
- Staff Meeting
- Continued creating operating books for the State Cups
- Reconciliation of State Cup Financials

### **State League and Apparel Administrator – Heidi Dettmer**

- Responded to all Regional Training Center emails
- Recorded Regional Training Center Payroll
- Assisted numerous managers and coaches with State League administrative duties
- Made several State League Schedule changes
- Started planning document for the Fall State League
- Prepared equipment for Regional Training Center
- Checked Central Regional Training Center players in on site
- Prepared equipment for Elite Player Development training sessions
- Printed and embroidered the Elite Player Development state team uniforms with Region IV and ODP patch
- Distributed Elite Player Development Boys 1995 uniforms and equipment for National Tournament
- Assisted in checking Elite Player Development Boys 1995 players into airport
- Worked on digitalizing Gary's elite player curriculum
- Contacted various Coaching Directors to notify them of the upcoming National "C" License Course
- Called numerous National "D" License holders to inform them of the upcoming National "C" License Course



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**TECHNICAL DEPARTMENT**

**Technical Director – Gary White**

- Club Development Seminar-Vancouver, WA Hosted by Vancouver United
- Olympic Development Program (ODP) National Championship-Phoenix, AZ
- Coaching Education Continued Development
- National "C" License Preparation

**Director of Youth Development – Darren Sawatzky**

- US Youth Soccer ODP Nationals
- Regional Training Center Game night organization
- Elite Player Development training schedule
- Elite Player Development coaches organization-coordination
- Technical Meeting

**Technical Administrator – Kim Grant**

- Coaching Education Continued Development
- Olympic Development Program (ODP) National Championship-Phoenix, AZ
- National "C" License preparation
- Continued Korrio Development

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**RECEPTION**

**Front Desk/Reception – Paula Vixie**

- Front Desk and phone duties
- Posted payments for state cups
- Worked on various clerical projects
- Mass mailed State Cup Game Roster Sheets

**Front Desk/Reception/Translation – Maria Zuniga**

- Juggle-A-Thon translation
- Administration Support

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**FINANCIAL, HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT**

**Finance and Human Resources Administrator - Jillian Higgins**

- Accounts Payable invoices – checks cut on Monday
- Accounts Receivable Invoices
- Risk Management Auto Renewal and New Application Processing
- Tournament Sanctioning Processing New Applications and having approved tournaments posted on the website
- Reconciliation of Challenge Cup – Initial
- Reconciliation of State Championship Cup – Initial
- Review of league codes