

EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff meeting
- Marketing meetings
- Sponsorship meetings
- Preparation for Annual Player Fee Meeting
- Preparation for Board Of Directors meeting
- Preparation for Soccer Operations Committee meeting
- Preparation for Membership Advisory Committee meeting
- Budget Meetings and review
- *Soccer for Success* planning meetings
- Recreational Cup 2013 planning
- Seattle Reign FC communications planning
- Sounders Women marketing planning meetings
- Elite Player Development planning meetings
- Review with recreational and select staff planning
- HR issues

TECHNICAL DEPARTMENT

Technical Director – Timo Liekoski

- Board of Directors meeting
- Annual Player Fee Meeting

Director of Coaching Education – James Charette

- Preparation for WA Youth Soccer US Soccer Instructor Workshop
- US Soccer "D" License deliberate practice phase organization and tracking
- US Soccer continuing education at the NSCAA Convention
- RDO Coaching Education email
- Coaches Corner content and RDO Bio construction
- Prepared powerpoint for Spokane Shadow Coaches Meeting on January 28 in Spokane

Program & Event Manager – Lacey Schreiner

- Finalizing the venue for the US Soccer Coaching work shop
- Reserving and collaborating regarding the EPD May event
- Working with Korrio – Posting Yakima National E License Course in February

Competition Development Manager – Matt Moran

- State Cup reschedules, communication, planning
- Sponsorship communication for next week's Sponsor summit

Competitive Programs & Business Practices Advisor – Todd Lincoln

- Regional Club League Spring Scheduling
- Regional Club Subcommittee Notes
- Regional Club Subcommittee - Sounders meeting
- Player Fee Meeting Prep work

Recreational & Select Programs Coordinator – Kim Calkins

- Annual Player Fee Preparation & Meeting
- Referee Symposium
- General Inquiries
- Recreational & Select Meetings
- TOPSoccer Summit Planning, document review, committee outreach
- Select Subcommittee Meeting

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
- Planning for the Annual Player Fee Meeting
- Reached out to various member organizations about attendance at future meetings
- Prepared documents for the Membership Advisory Committee
- Followed up on action items from local meetings attended

Meetings

- Attended Whidbey Island Youth Soccer Association board meeting
- Annual Player Fee Meeting
- WA Youth Soccer Board of Directors meeting
- Membership Advisory Committee meeting

Community and Outreach Program Manager – Ellie Lipton

- Conducted post season measurements of *Soccer for Success* players
- Coordinated logistics of Spring *Soccer for Success* season
- Recruitment for *Soccer for Success* coaches

Region 5 Director of Member Services – Ron Witherup

- Soccer Operations Committee Meeting
- Annual Player Fee Meeting
- Portland Metro League Schedules
- Merger Meeting

MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips

- Updated Club/Association contact information in website directory
- Web updates as needed
- Managed social media
- Annual Player Fee Meeting preparation
 - Managed RSVP database
 - Event logistics
- Web slides posted to website
- Web updates as needed
- Updated sanctioned tournaments on the website
- Seattle Reign FC communications planning