



EXECUTIVE OFFICE

Chief Executive Officer – Terry Fisher

- Staff Meeting
- Feasibility Study Committee meetings with staff
- Budget review with staff 2011-2012
- Cup Rules Review 2012-2013
- Technology Review with staff
- Coaching Education Programs with staff
- Regional Club League meeting with staff
- Marketing meetings
- Planning meetings with Varsity Communications and our staff

TECHNICAL DEPARTMENT

Director of Youth Development – Darren Sawatzky

- Elite Player Development Coaching slate
- Elite Player Development competition and training schedule 2012-2013
- Technical meeting
- Technical department programming meeting
- Youth league structure meetings
- Labor Day Cup team schedules

Technical Administrator – Kimberly Grant

- 2012-2013 Elite Player Development Open Tryout Launch
- Spanish “E” License Preparation
- Coaching Education Database Completion (Electronic and print)
- Coaching Education Continued Development

Competition Development Manager – Matt Moran *Out of Office 7.30.12-7.31.12*

- Finalizing State Cup 12/13 Calendar
- Launched State Cup survey and compiled results
- Research for Washington Youth Soccer History Book
- Researching vendors for awards

Competitive Programs & Business Practices Advisor – Todd Lincoln

- No Report Submitted

Recreational & Select Programs Coordinator – Kim Calkins

- District 7 Meeting
- Recreational/Select outreach meetings & scheduling
- Meeting with Spokane Valley Junior Soccer Association
- Fall league registration outreach with local tournament
- Review of age-appropriate material (rec/select/regional)
- Phone/Email responses to general WA Youth inquiries for Recreational & Select



Apparel & Programs Specialist – Serwaah Fordjour *Out of Office 8.1.12-8.12.12*

- No Report Submitted

MEMBER SERVICES & OUTREACH DEPARTMENT

Organization and Member Services Director – Hillary Beehler*Out of Office 8.2.12-8.3.12*

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
- Scheduled interviews for the Feasibility Study via phone and email
- Coordinated content editing for Feasibility Study materials
- Worked with various Association and District board members to address bylaws questions
- Compiled materials for upcoming Board of Directors meeting

Member Services & Outreach Coordinator – Heather Turney

Soccer for Success

- DC Trip Review
- Green River Clark College Visit
- Coach Interviews
- Donated Equipment Pick Up: Sports Authority
- Call with Varsity
- Call with Smithsonian Institute
- Coaching Education Manual and Training Date

TOPSoccer

- Call with Autism speaker
- Meeting with TOPSoccer Coach Representative
- Announced TOPSoccer Kick Off Jamboree

Region 5 Director of Member Services – Ron Witherup

- No Report Submitted



MARKETING & COMMUNICATIONS DEPARTMENT

Marketing & Events Manager – Kristen Phillips *Out of Office 8.3.12*

- Updated Club/Association contact information in website directory
- Managed social media
- Edited August PlayOn! articles
- Updated the Event Calendar
- Created content for Serwaah Fordjour slide
- Meeting with Varsity Communications
- Wrote and posted on Terry's blog – "The Ball That Was At the Beginning of It All"
- Finalized Embassy Suites agreement
- Edited Soccer for Success coaching flyers

Webmaster/Graphic Designer – Jinger Hendricks

- TOPSoccer Kick Off Jamboree save the dates designed/coded/blasted via email, slide created for website homepage
- Graphics for "The History Book"
- FAQs via website distributed
- CD labels created for Bylaws
- Eastside slide created for homepage
- EPD Open Tryouts posted to website, slide created for homepage
- Soccer for Success coaching opportunity flyer designed
- Meeting with Varsity Communications RE: e-newsletters
- Serwaah Fordjour slide created for homepage
- Embassy Suites logo/information added to website

FINANCIAL & OFFICE ADMINISTRATION DEPARTMENT

Finance & Human Resources Administrator – Jillian Higgins

- Accounts Payable Invoices - Check cut on Friday
- Accounts Receivable Invoices
- Risk Management Auto Renewal and New Application Processing – Bonzi and Korrio
- Tournament Sanctioning Processing New Applications and approved tournaments posted on the website
- Membership Passes Mailed
- Insurance Binders emailed to Association Presidents and Registrars