Save the completed report using the following format: **WFAA**[MeetingName][Date][CommitteeName]**.doc**. Submit your report via email to the WFAA Executive Council and post your report to the WFAA website’s Meeting Minutes Index no less than 4 days prior to meeting.

| WFAA Quarterly Officer/Committee Report 2018 - 2019 |
| --- |
| **Executive Council Meeting Date** | May 29 – May 30, 2019 |
|  | WFAA Transition Meeting |
|  |  |
| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Membership Chair |
| **Officer/Committee Chair:**  | Tammy Zibell |
|  |
| **Officer/Committee Goals for Service Year** |
| Strategic Plan Goals that are being met *(check all that apply)* |  |
| Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs | [ ]  |
| Goal 2: Maintain the long-term financial stability of the Association | [ ]  |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | [ ]  |
| Goal 4: Increase member participation in Association activities | X |
| Goal 5: Continually improve methods and processes for communicating with the membership | X |
| Goal 6: Consolidate and communicate the public policy positions of financial aid administrators in Washington State and provide members with support and education to further their own advocacy efforts | [ ]  |
| Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee | [ ]  |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively | X |
| **Specific Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | 1. Increase member participation.
2. Familiarize myself with Membership procedures and create written procedures for others to follow.
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| Summary of Activities *(Descending Chronological)* |
| May 2 – 10, 2019 – Reviewed training materials on how Membership Automatic Renewal process works and steps needed to be done prior to new reminders going out.May 22, 2019 – We have 2383 Current MembersMay 22, 2019 - Reviewed Member Clicks Training Videos <https://help.memberclicks.com/hc/en-us/sections/206664928-Setup-and-How-to-Videos>May 24, 2019 – Confirmed with Robert Clarke our Authorized Service Administrator that we were set up to do our 1st Renewal Membership Automation. Our Renewal membership notice is schedule to go out on May 30, 2019. I will monitor this and fix any issues that could come up because it is so new. Also, I will send out a 2nd renewal reminder around June 15, 2019. |
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| **Budget Information** |
| Approved Budget | N/A |
| Budget Expenditures to Date | N/A |
| Event Information *(complete if applicable)* | N/A |
| Event Name |  |
| Location |  |
| Date |  |
|  | Number  | Cost of Registration | Subtotal |
| Attendees |  |  |  |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* |  |  |  |
| Add more rows as needed for additional events. |
|  |
| **Suggestions for Future Officer/Committee** |
| Continue to find ways to increase WFAA Membership |
|  |
| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
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