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 2017/2018 | | |
| --- | --- | --- |
| **Executive Council Meeting Date** | 10/10/18 | |
|  | Yakima Convection Center-Yakima, WA | |
|  |  | |
| **Officer/Committee Information** | | |
| **Office Held/Committee Name:** | Conference Chair | |
| **Officer/Committee Chair:** | Ilda Meza | |
|  | | |
| **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 | |  |
| Goal 5: Continually improve methods and processes for communicating with the membership | |  |
| 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 | |  |
| **Specific Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | 1. Make sure the conference goes smoothly 2. Ensure vendor supplies were delivered 3. Ensure tables were properly set-up 4. Set-up registration area | |
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| Summary of Activities *(Descending Chronological)* | | |
| 10/20/2017 – Recommendations for a guest speaker:  Matt Jones by Rosee Murray (flyer attached)  Roger Fernandez by Oscar Verduzco (sample video’s available on YouTube)  5/18 – Solicited volunteers for the conference  -Conference theme ideas  -Visited venue, start brainstorming for the conference  7/18 – Call out for conference sessions  8/18 – Organize conference committee  -Design Theme Logo  -Assigned volunteers to specific tasks  -Sent conference advertisements  9/18- Finalize sessions  -Finalize room set-up  - Finalize menu  - Finalize president’s reception entertainment  -Confirm speakers  10/18 - Finalize conference program/bag | | |
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| **Budget Information** | | |
| Approved Budget | NA | |
| Budget Expenditures to Date | NA | |
| Event Information *(complete if applicable)* |  | |

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| Event Name | | | WFAA Conference | | |
| Location | | |  | | |
| Date | | |  | | |
|  | | | Number | Cost of Registration | Subtotal |
| Attendees | | |  |  |  |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* | | |  |  |  |
| Add more rows as needed for additional events. | | | | | |
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| **Suggestions for Future Officer/Committee** | | | | | |
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| **Calendar of Events/Timelines** | | | | | |
| Date | Committee Member Responsible | Description | | | |
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