



Washington Financial Aid Association

Executive Council Meeting

Officer/Committee Report Template

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	October 10, 2018
	Yakima Convention Center Yakima, WA
Officer/Committee Information	
Office Held/Committee Name:	Jessica Hernandez
Officer/Committee Chair:	Secretary
Officer/Committee Goals for Service Year	
Strategic Plan Goals that are being met (<i>check all that apply</i>)	
Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs	<input type="checkbox"/>
Goal 2: Maintain the long-term financial stability of the Association	<input type="checkbox"/>
Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments	<input type="checkbox"/>
Goal 4: Increase member participation in Association activities	<input type="checkbox"/>
Goal 5: Continually improve methods and processes for communicating with the membership	<input type="checkbox"/>
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	<input type="checkbox"/>
Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee	<input type="checkbox"/>
Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively	<input type="checkbox"/>
Specific Officer/Committee Goals (<i>Include progress toward goals and measurement of success.</i>)	<ul style="list-style-type: none"> - Effectively communicate with members - Perform my duties in a professional manner - Perform my duties in a timely manner <li style="padding-left: 20px;">Be detailed oriented with my notes and meeting minutes



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Summary of Activities *(Descending Chronological)*

- Assisted with conference preparation (August 2018 – October 2018)

Budget Information

Approved Budget			
Budget Expenditures to Date			
Event Information <i>(complete if applicable)</i>			
Event Name			
Location			
Date			
	Number	Cost of Registration	Subtotal
Attendees			
Complimentary Registrations <i>(if applicable – i.e., scholarship recipients)</i>			
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
10/08/18	Send out Meeting Minutes	Send out Meeting Minutes from previous EC meeting to EC
10/08/18	Send out Business Meeting Minutes	Send out Business Meeting Minutes from last Business meeting from October 2017