Save the completed report using the following format: WFAA.MeetingName.Date.CommitteeName.doc. Submit your report via email to the WFAA Executive Council listserv no less than 4 days prior to meeting.

| WFAA Committee Report 2018/2019 |
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| **Executive Council Meeting Date** | Oct 10, 2018 |
| **Executive Council Meeting Location** | Yakima Convention Center, Yakima, WA |
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| **Committee Information** |
| **Committee Name** | Electronic Services |
| **Chair(s)**  | Heather Jones |
| **Committee Members**  |  |
|  |
| **Committee Goals** |
| 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 | X |
| 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 | X |
| 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 | X |
| Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee | X |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively | X |
| **Specific Committee Goals**  | Goal 1: Provide prompt, thorough and friendly website assistance to WFAA officers, committee chairs, general members and partners.Goal 2: Create and maintain a user-friendly website with Memberclicks.Goal 3: Create a Memberclicks User Guide for Executive Council Members.Goal 4: Recruit members for the Electronic Services Committee.  |
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| Summary of Activities *(Descending Chronological)* |
| June 18: Scheduled WFAA Special ED Meeting for Budget Review & Vote via GoToMeetingJune 18: Approved 1 Job Announcement submissionJune 18: Completed online Memberclicks training and created Articles within the websiteJuly 18: Transferred domain from ATAC to MemberclicksJuly 18: Set up GoDaddy account for domain name and email forwardsJuly 18: Completed online Memberlicks training, created notifications, set up websiteJuly 18: Archived ATAC websiteJuly 18: Memberclicks website went live and coordinated ATAC close down July 18: Approved 4 Job Announcement submissionsJuly 18: Posted 1 Job Announcements on Memberclicks websiteJuly 18: Assisted with set up of Fall Conference registration on website and communications to membershipJuly 18: Assisted Membership chair with updating member profilesJuly 18: Assisted numerous members with Memberclicks login issuesAug 18: Posted 3 Job Announcements on Memberclicks websiteAug 18: Reviewed Zoom account user guideAug 18: Updated website with new positions contact informationSept 18: Posted 5 Job AnnouncementsSept 18: Provided guidance to EC members to use ListServe and posted committee reports in Memberclicks |
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| **Budget Information** |
| Approved Budget | $ |
| Budget Expenditures to Date | TOTAL = $Memberclicks – $ Moolah –$Zoom - $GoDaddy - $ |
| Event Information *(complete if applicable)* |  |
| 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 Committee** |
|  While the responsibilities of this committee only necessitated 1 person with the ATAC website, the committee would benefit with more involvement due to the expanded responsibilities with the Memberclicks website. |
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| **Calendar of Events/Timelines** |
| Date | Committee  | Description |
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