



# 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	
<b>Executive Council Meeting Date</b>	March 12, 2019
	Red Lion Hotel, SeaTac, WA
<b>Officer/Committee Information</b>	
<b>Office Held/Committee Name:</b>	Linnea Hengst
<b>Officer/Committee Chair:</b>	Past-President
<b>Officer/Committee Goals for Service Year</b>	
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 checked="" type="checkbox"/>
Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments	<input checked="" type="checkbox"/>
Goal 4: Increase member participation in Association activities	<input checked="" type="checkbox"/>
Goal 5: Continually improve methods and processes for communicating with the membership	<input checked="" 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 checked="" type="checkbox"/>
<b>Specific Officer/Committee Goals</b> <i>(Include progress toward goals and measurement of success.)</i>	<ol style="list-style-type: none"> <li>1. Help ensure seamless transition of executive council members by improving officer/committee descriptions, checklists, calendars and other transition materials               <ul style="list-style-type: none"> <li>➔ Officer/committee descriptions and checklist documents drafted and prepared for review by WFAA EC</li> </ul> </li> <li>2. Mentor 1-2 incoming FAAs (newer to WFAA or profession) via quarterly</li> </ol>



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	<p>scheduled meetings and via phone/email contact, as needed, as a method for supporting the growth and professional development of the association.</p> <ul style="list-style-type: none"> <li>➔ Continue to dialogue with one mentee via email and phone</li> <li>3. Engage new members to serve on WFAA Executive Council</li> <li>➔ Actively engaging with 5 new members</li> </ul>
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Summary of Activities *(Descending Chronological)*

<p>Ongoing – Reviewed and drafted Officer and Committee Chair descriptions and checklist documents</p> <p>January 8- Completed revisions and suggestions to P&amp;P manual</p> <p>November 27- Sent via email copies of job descriptions and checklists for Early Awareness Committee, President-Elect, Secretary, VP of Training, and VP of Ethnic Diversity to current chairs, President and President-Elect for review</p> <p>November 13- Mailed WFAA Annual Award plaques to recipients</p> <p>November 8- Followed up via email with potential Treasurer candidate who expressed interest at WFAA conference</p> <p>October 31- Picked up WFAA Annual Award plaques from Northwest Trophy and Awards</p> <p>October 10- Welcomed WFAA Conference and hosted President’s reception in absence of WFAA President</p> <p>October 10- Attended WFAA EC Meeting</p>
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**Budget Information**

Approved Budget	\$500 (Gifts & Awards – Past President)
Budget Expenditures to Date	\$0 (Gifts & Awards – Past President)
Event Information <i>(complete if applicable)</i>	N/A

Event Name	N/A
Location	N/A



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Date	N/A		
	Number	Cost of Registration	Subtotal
Attendees			
Complimentary Registrations ( <i>if applicable – i.e., scholarship recipients</i> )			

Add more rows as needed for additional events.

#### Suggestions for Future Officer/Committee

- Create Annual Award online nomination/application form on MemberClicks website; publish Annual Award information earlier to website

#### Calendar of Events/Timelines

Date	Committee Member Responsible	Description
August 2018	<del>Past-President/Awards &amp; Nominations Committee</del>	WFAA Annual Awards
October 10	Past-President	Attend EC Fall meeting
October 10-12	Past-President	2018 WFAA Annual Conference