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 | | |
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| **Executive Council Meeting Date** | October 10, 2018 | |
|  | Yakima Convention Center, Yakima, WA | |
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| **Officer/Committee Information** | | |
| **Office Held/Committee Name:** | Linnea Hengst | |
| **Officer/Committee Chair:** | Past-President / Awards & Nominations Chair | |
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| **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. Help ensure seamless transition of executive council members by improving officer/committee descriptions, checklists, calendars and other transition materials  * Officer/committee descriptions and checklist documents drafted and prepared for review by WFAA EC  1. Mentor 1-2 incoming FAAs (newer to WFAA or profession) via quarterly scheduled meetings and via phone/email contact, as needed, as a method for supporting the growth and professional development of the association.  * Continue to dialogue with two mentees via email and phone  1. Engage new members to serve on WFAA Executive Council  * In process. | |
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| Summary of Activities *(Descending Chronological)* | | |
| Ongoing – Reviewed and drafted Officer and Committee Chair descriptions and checklist documents  October 3—Arranged with President-Elect, Sarah Everitt, to present WFAA Annual Awards at conference on 2nd day in my absence; also briefly discussed outstanding priorities for the association  September 28 – Attempted to place order for WFAA Annual award plaques; issue with logo that will require graphics resolution to create 300dpi B&W image; will follow up after conference  September 27 – Reviewed historical documents on website for accuracy; uploaded copy of Strategic Plan and made accessible to membership on website  September 24 – Reviewed OneDrive documents for accuracy; moved files around to appropriate folders  Sept 13 – WFAA Annual Awards winners announced; winners and supervisors notified  Sept 13 – WFAA Annual Award winners unanimously selected:   * Marianna Deeken New Professional: Rachel Ernest (CWU) * Unsung Hero Award: Karina Sanchez (Clark) * Distinguished Service Award: Barbara Boots (EWU)   Sept 13 – Confirmed closure of Authorize.net payment processing account  Sept 12 – Attended online Zoom meeting to close-out Treasurer duties  Sept 12 – Fielded issue via email from member re: inability to receive WFAA communications to their institution’s mail system  Sept 12 – Dialogued with VP of Legislation re: WFAA letter on gainful employment  Sept 11 – Sent list of WFAA Annual Awards nominees to committee members for review  August 28 – Posted WFAA Annual Awards Nomination form to website and sent out call for nominations via listserv  August 28 – Sent request via email to President-Elect, President, and Sector Reps to serve on Awards & Nominations Committee; received confirmation from the follow persons to serve for 2018-2019:   * Sarah Everitt, Gonzaga University * Brian Dixon, Washington State University * Caycee Clark, Divers Institute * Lynette Splinter, Seattle University * Oscar Verduzco, Yakima Valley College   July 31 – Presented NASFAA U SAP materials at WFAA Summer Training Event at Divers Institute | | |
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| **Budget Information** | | |
| Approved Budget | $500 (Awards & Nominations – Past President) | |
| Budget Expenditures to Date | $15 | |
| Event Information *(complete if applicable)* | N/A | |

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| Event Name | | | N/A | | |
| Location | | | N/A | | |
| Date | | | N/A | | |
|  | | | 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** | | | | | |
| * + Create Annual Award online nomination/application form on MemberClicks website; publish Annual Award information earlier to website | | | | | |
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| **Calendar of Events/Timelines** | | | | | |
| Date | Committee Member Responsible | Description | | | |
| ~~August 2018~~ | ~~Past-President/Awards & Nominations Committee~~ | ~~WFAA Annual Awards~~ | | | |
| October 10 | Past-President | Attend EC Fall meeting | | | |
| October 10-12 | Past-President | 2018 WFAA Annual Conference | | | |
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