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 |
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| **Executive Council Meeting Date** | October 10, 2018 |
|  | Yakima, WA |
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| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Student Budgets |
| **Officer/Committee Chair:**  | Tracy Hall |
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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 | [x]  |
| Goal 2: Maintain the long-term financial stability of the Association | [x]  |
| 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 | [ ]  |
| 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 Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | * Develop student budgets for presentation to membership at 2017 annual conference
* Conduct survey of how institutions are utilizing budgets
* Conduct student budget survey in Spring 2018
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| Summary of Activities *(Descending Chronological)* |
| * Contacted previous Chair Chantel McMahon to confirm WSAC contact for developing budgets. Lexi Shankster LexiS@wsac.wa.gov
* Contacted Lexi at WSAC to discuss development of 2018-19 student budgets and the future of WFAA student budgets.
* Sent notification to President and Past-President regarding WSAC’s feedback that they be more involved in the development of the Student Budget survey, given that it’s a free service that they provide to WFAA.
* Looked up CPI increase percentage on US Department of Labor, Bureau of Labor Statistics.
* Revised and finalized the 2018-19 student budgets, using the CPI % increase.
* Sent to WSAC for review, but never received a response.
* Sent 2018-19 student budgets to EC for approval and to provide to membership at annual business meeting.
* Solicited to membership for committee volunteers.
* Welcomed Joy Scourey from Washington State University to Student Budgets committee
* Contacted Becky Thompson from WSAC to coordinate revisions of budget survey tool to use to conduct student budget survey for 2019-20 student budgets
* Coordinating committee meetings to address surveying the membership regarding their use of the WFAA student budgets and to develop the new survey to get it ready to send to campuses and students by mid April.
* Met with WSAC on March 15, 2018 to discuss launching survey tool to students across state. WSAC agreed to help. It was decided to try and use WFAA’s subscription to Survey Monkey to complete the survey.
* Around April 1, 2018 launched survey to WFAA membership to solicit feedback about how members use the WFAA student budgets and/or how they’d like to see the process adjusted.
* From those members who responded, a majority use the WFAA student budgets in all or part to determine cost of attendance.
* By the end of April began to develop budget survey in Survey Monkey, but ran into technical issues regarding identifying the institution, skip logic, and was then interrupted by the subscription expiring.
* Developed 2019-20 student budgets based on CPI increase for most urban areas within the state of Washington.
* It should be noted that in order to continue to perform a student budget survey that is sent out to the students in order for them to provide information about actual expenses, significant time needs to be spent developing the survey in whatever tool WFAA determines they will use. The Survey Monkey subscription has expired, and the free version will not support this size of survey. WSAC will help in whatever manner they can in developing the survey or analyzing the data, but the survey tool WFAA used in the past through WSAC is no longer available.
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| **Budget Information** |
| Approved Budget | N/A |
| Budget Expenditures to Date | $0.00 |
| Event Information *(complete if applicable)* | N/A |
| 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. |
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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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