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 Quarterly Officer/Committee Report | | | | | | |
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| **Executive Council Meeting Date** | | | 5/29/2019 | | | |
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| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | President Elect | | | |
| **Officer/Committee Chair:** | | | Sarah Everitt | | | |
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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. Assist in the planning and execution of WFAA Conference 2. Confer with current president to develop goals for upcoming year 3. Select WFAA non-elected executive council positions | | | |
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| Summary of Activities *(Descending Chronological)* | | | | | | |
| May 24, 2019 – confirm final details for transition meeting  May 19, 2019 – email transition meeting agenda  May 9, 2019 – invite WSAC to provide update at transition meeting, confirm hotel reservations for transition meeting  May 3, 2019 – confirm new fund development chair  April 30-May 26, 2019 – book travel, confirm attendance at transition meeting, other details for planning transition meeting  April 29, 2019 – book hotel, meeting space for transition meeting  April 11, 2019 – Begin planning transition meeting  April 8-16, 2019- Reach out to current and new chairs to confirm their commitment for 2019-20 WFAA year  March 25, 2019 – Fiscal Planning Committee Meeting | | | | | | |
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| **Budget Information** | | | | | | |
| Approved Budget | | |  | | | |
| Budget Expenditures to Date | | | 771.80 (5x flights to transition meeting) | | | |
| Event Information *(complete if applicable)* | | |  | | | |
| Event Name | | | Transition Meeting | | | |
| Location | | | Gonzaga University & Ruby River Inn (Spokane WA) | | | |
| Date | | | May 29-30, 2019 | | | |
| Event Name | | |  | | | |
| Location | | |  | | | |
| Date | | |  | | | |
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| 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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