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  |
| --- |
| **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 | [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 | [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 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 |  |
|  |  |  |  |
| 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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