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 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Executive Council Meeting Date** | | | 5-29 and 5-30, 2019 | | | |
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| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | Electronic Services Chair | | | |
| **Officer/Committee Chair:** | | | Rob Clarke | | | |
|  | | | | | | |
| **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.)* | | |  | | | |
|  | | | | | | |
| Summary of Activities *(Descending Chronological)* | | | | | | |
| Jan through May 29:  -19 updates to the WFAA web site including:  -multiple job postings  -revisions to show the content from the 2018 conference  -revisions to the “home” page  -taking down the 2018 nominations form (2019 needs to be posted)  -Save the Date for the 2019 conference created as a page and an event  -Multiple messages sent for the job postings  -Confirmed with Memberclicks that the auto renewal message for membership is scheduled to send out on May 30, 30 days before memberships expire | | | | | | |
|  | | | | | | |
| **Budget Information** | | | | | | |
| Approved Budget | | | N/A | | | |
| Budget Expenditures to Date | | | N/A | | | |
| 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** | | | | | | |
| More support needed for the role. Suggest having one person in charge of job posting duties and another in charge of other web edits | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
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