



Washington Financial Aid Association

Executive Council Meeting

Officer/Committee Report Template

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 2019/2020	
Executive Council Meeting Date	10.22.2019
Executive Council Meeting Location	Yakima Conference Center
Officer/Committee Information	
Office Held/Committee Name:	Caycee Clark
Officer/Committee Chair:	Proprietary Sector Representative
Officer/Committee Goals for Service Year	
Strategic Plan Goals that are being met (<i>check all that apply</i>)	
Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs	<input checked="" type="checkbox"/>
Goal 2: Maintain the long-term financial stability of the Association	<input type="checkbox"/>
Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments	<input type="checkbox"/>
Goal 4: Increase member participation in Association activities	<input checked="" type="checkbox"/>
Goal 5: Continually improve methods and processes for communicating with the membership	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee	<input type="checkbox"/>
Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively	<input checked="" type="checkbox"/>
Specific Officer/Committee Goals (<i>Include progress toward goals and measurement of success.</i>)	<ol style="list-style-type: none"> 1. Communicate and advocate for the sector. 2. Encourage conference attendance by sector members. 3. Facilitate & encourage networking opportunities within the sector. 4. Increase proprietary sector awareness of WFAA and the value of membership.



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Summary of Activities *(Descending Chronological)*

October 2019:

- Worked on creating and practicing my presentation that I will be delivering during the annual WFAA conference in Yakima on suicide prevention and awareness.
- Will be in attendance at the annual WFAA Conference from 10/22/19-10/24/2019, as well as the EC business meeting on 10/22/2019.

September 2019

- My September was pretty tied up w/me being the sole person in my office responsible for GE, FISAP and the Unit Record Reports (which is all done manually at my campus).
- The only WFAA specific activity I participated in during September was an EC vote on a new internal audit procedure.

Budget Information

Approved Budget	N/A		
Budget Expenditures to Date	N/A		
Event Information <i>(complete if applicable)</i>	N/A		
Event Name			
Location			
Date			
	Number	Cost of Registration	Subtotal
Attendees			
Complimentary Registrations <i>(if applicable – i.e., scholarship recipients)</i>			

Add more rows as needed for additional events.

