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** | 10/10/18 |
|  | Yakima Convection Center-Yakima, WA |
|  |  |
| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Conference Chair |
| **Officer/Committee Chair:**  | Ilda Meza |
|  |
| **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 | [x]  |
| 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. Make sure the conference goes smoothly
2. Ensure vendor supplies were delivered
3. Ensure tables were properly set-up
4. Set-up registration area
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| Summary of Activities *(Descending Chronological)* |
| 10/20/2017 – Recommendations for a guest speaker: Matt Jones by Rosee Murray (flyer attached) Roger Fernandez by Oscar Verduzco (sample video’s available on YouTube)5/18 – Solicited volunteers for the conference -Conference theme ideas -Visited venue, start brainstorming for the conference7/18 – Call out for conference sessions8/18 – Organize conference committee -Design Theme Logo -Assigned volunteers to specific tasks -Sent conference advertisements9/18- Finalize sessions -Finalize room set-up - Finalize menu - Finalize president’s reception entertainment -Confirm speakers 10/18 - Finalize conference program/bag |
| - |
| **Budget Information** |
| Approved Budget | NA |
| Budget Expenditures to Date | NA |
| Event Information *(complete if applicable)* |  |

|  |  |
| --- | --- |
| Event Name | WFAA Conference |
| Location |  |
| Date |  |
|  | Number  | Cost of Registration | Subtotal |
| Attendees |  |  |  |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* |  |  |  |
| Add more rows as needed for additional events. |
|  |
| **Suggestions for Future Officer/Committee** |
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|  |
| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
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