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 Committee Report 2018/2019 | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Executive Council Meeting Date** | | | | Oct 10, 2018 | | | |
| **Executive Council Meeting Location** | | | | Yakima Convention Center, Yakima, WA | | | |
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| **Committee Information** | | | | | | | |
| **Committee Name** | | | | Electronic Services | | | |
| **Chair(s)** | | | | Heather Jones | | | |
| **Committee Members** | | | |  | | | |
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| **Committee Goals** | | | | | | | |
| 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 | | | | | | |  |
| 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 Committee Goals** | | Goal 1: Provide prompt, thorough and friendly website assistance to WFAA officers, committee chairs, general members and partners.  Goal 2: Create and maintain a user-friendly website with Memberclicks.  Goal 3: Create a Memberclicks User Guide for Executive Council Members.  Goal 4: Recruit members for the Electronic Services Committee. | | | | | |
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| Summary of Activities *(Descending Chronological)* | | | | | | | |
| June 18: Scheduled WFAA Special ED Meeting for Budget Review & Vote via GoToMeeting  June 18: Approved 1 Job Announcement submission  June 18: Completed online Memberclicks training and created Articles within the website  July 18: Transferred domain from ATAC to Memberclicks  July 18: Set up GoDaddy account for domain name and email forwards  July 18: Completed online Memberlicks training, created notifications, set up website  July 18: Archived ATAC website  July 18: Memberclicks website went live and coordinated ATAC close down  July 18: Approved 4 Job Announcement submissions  July 18: Posted 1 Job Announcements on Memberclicks website  July 18: Assisted with set up of Fall Conference registration on website and communications to membership  July 18: Assisted Membership chair with updating member profiles  July 18: Assisted numerous members with Memberclicks login issues  Aug 18: Posted 3 Job Announcements on Memberclicks website  Aug 18: Reviewed Zoom account user guide  Aug 18: Updated website with new positions contact information  Sept 18: Posted 5 Job Announcements  Sept 18: Provided guidance to EC members to use ListServe and posted committee reports in Memberclicks | | | | | | | |
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| **Budget Information** | | | | | | | |
| Approved Budget | | | | $ | | | |
| Budget Expenditures to Date | | | | TOTAL = $  Memberclicks – $  Moolah –$  Zoom - $  GoDaddy - $ | | | |
| Event Information *(complete if applicable)* | | | |  | | | |
| 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 Committee** | | | | | | | |
| While the responsibilities of this committee only necessitated 1 person with the ATAC website, the committee would benefit with more involvement due to the expanded responsibilities with the Memberclicks website. | | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | | |
| Date | Committee | | Description | | | | |
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