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 2018/2019 |
| --- |
| **Executive Council Meeting Date** | Oct 10, 2018 |
| **Executive Council Meeting Location** | Yakima Convention Center, Yakima, WA |
|  |  |
| **Officer/Committee Information** |
| **Committee Name:** | Training |
| **Officer/Committee Chair:**  | Heather Jones |
|  |
| **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 | [ ]  |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | [ ]  |
| Goal 4: Increase member participation in Association activities | X |
| 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 | 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.)* | Goal 1: To offer relevant training to the membership Goal 2: Expand membership involvement in the Training CommitteeGoal 3: Start planning for spring training event  |
|  |
| Summary of Activities *(Descending Chronological)* |
| July 18: sent out monthly web based trainings email to ListServAug 18: sent out monthly web based trainings email to ListServAug 18: Offered NASFAA Univ training for fall conferenceSept 18: sent out monthly web based trainings email to ListServ Oct 18: sent out monthly web based trainings email to ListServ |
|  |
| **Budget Information** |
| Approved Budget | $0 |
| Budget Expenditures to Date | $ |
| Event Information *(complete if applicable)* |  |
| Event Name |  |
| Location |  |
| Date |  |
| Event Name |  |
| Location |  |
| Date |  |
|  | Number  | Cost of Registration | Subtotal |
| Attendees |  | $ | $ |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* | n/a | n/a | n/a |
| Add more rows as needed for additional events. |
|  |
| **Suggestions for Future Officer/Committee** |
|  |
|  |
| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |