



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 2018/2019	
Executive Council Meeting Date	March 12, 2019
	Red Lion Hotel, SeaTac, WA
Officer/Committee Information	
Office Held/Committee Name:	Linnea Hengst
Officer/Committee Chair:	Nominations Committee & Awards Committee Chair
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 type="checkbox"/>
Goal 2: Maintain the long-term financial stability of the Association	<input checked="" type="checkbox"/>
Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments	<input checked="" 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 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"> Engage membership to increase number of WFAA Annual Awards nominees Run a seamless elections process for Executive Committee annual elections



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Summary of Activities *(Descending Chronological)*

February 27 – Notified membership of open election period (2/27-3/13) via listserv

February 27 – WFAA elections ballot and list of candidates distributed to candidates via SurveyMonkey

February 20-27 – Held online meeting and vote of combined Nominations and Awards Committee members to review and approve slate of candidates; motion to accept the ballot candidates as presented was unanimously supported by all committee members

- Related meeting minutes posted to OneDrive

February 20 – Finalized 2019-2020 Executive Committee election ballot in SurveyMonkey

January 18 – Followed-up with WFAA executive council candidates via phone and email

January 3- Sent out direct emails to 3 persons that were nominated to run for WFAA executive council positions

December 17- Sent out call for nominations via listserv for President-Elect, VP of Training, Treasurer, Treasurer-Elect, VP of Ethnic Awareness, Secretary

November 27- Sent via email copies of job descriptions and checklists for Early Awareness Committee, President-Elect, Secretary, VP of Training, and VP of Ethnic Diversity to current chairs, President and President-Elect for review

November 13- Mailed WFAA Annual Award plaques to recipients

November 8- Followed up via email with potential Treasurer candidate who expressed interest at WFAA conference

October 31- Picked up WFAA Annual Award plaques from Northwest Trophy and Awards

Budget Information

Approved Budget	\$500 (Awards & Nominations – Past President)
Budget Expenditures to Date	\$453.94 (Awards & Nominations – Past President)
Event Information <i>(complete if applicable)</i>	N/A

Event Name	N/A		
Location	N/A		
Date	N/A		
	Number	Cost of Registration	Subtotal
Attendees			



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Complimentary Registrations (<i>if applicable – i.e., scholarship recipients</i>)			
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Add more rows as needed for additional events.

Suggestions for Future Officer/Committee

- Create Annual Award online nomination/application form on MemberClicks website; publish Annual Award information earlier to website
- Current website portal does not allow for anonymous and intelligent polling of membership; SurveyMonkey may be only option for maintaining electronic ballot format and may be purchased for a month-to-month membership (with cancellation notice in advance) as a budget-friendly option

Calendar of Events/Timelines

Date	Committee Member Responsible	Description
February 1, 2019	Past-President/Awards & Nominations Committee	Publish ballot for Executive Committee officer elections
March 12, 2019	Past-President	Attend EC meeting