



# 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	
<b>Executive Council Meeting Date</b>	March 12, 2019
	Red Lion Hotel, SeaTac, WA
Officer/Committee Information	
<b>Office Held/Committee Name:</b>	Linnea Hengst
<b>Officer/Committee Chair:</b>	Treasurer (Interim)
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 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"/>
<b>Specific Officer/Committee Goals</b> ( <i>Include progress toward goals and measurement of success.</i> )	<ol style="list-style-type: none"> <li>1. Review and organize pre-existing Treasurer historical documents</li> <li>2. Review and update procedural handbook for WFAA Treasurer</li> <li>3. Bring forth outstanding/ongoing issues for consideration by Fiscal Planning Committee</li> </ol>



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##### Summary of Activities (*Descending Chronological*)

Ongoing – Reconciling of payments and income on behalf of the association

March 5 – Prepared quarterly treasurer reports for upcoming EC meeting

March 1- Sorted and scanned historical treasurer archives to Treasurer OneDrive

January 18- Provided copies of December statements to Investment Committee Chair, per request

January 11- Completed reconciliation of all income and expenses for 2018 Annual WFAA Conference

January 4- Completed travel reimbursement to Sarah Everitt for NASFAA Leadership Conference

January 3- Completed reconciliation of checking and savings in QBO for November 2018 and December 2018

December 20- Followed up with Conference Chair to request new check for catering reimbursement credit; received by CenterPlate and deposited on 01/02/19

December 17- Completed travel reimbursement to Sarah Everitt for NASFAA Leadership Conference

November 24- Completed reconciliation of checking and savings in QBO for October 2018

November 19- Followed-up via email with WFAA President re: WASFAA membership fee; per Brian his institution has already paid the fee

November 8- Followed-up with schools with conference registrations still outstanding

November 8- Filed 2017 taxes and made payment to tax preparer at Freedom Tax & Accounting LLC; copy saved to Treasurer OneDrive

October 30- Followed up with Kim Geer at LWTC re: duplicate check payment; shredded check per response via email

October 30- Completed reimbursement to Ilda Meza for Conference Committee expenses

October 26- Reissued travel reimbursement check to Ilda Meza for March 2018 EC meeting

October 15- Completed Diversity & Inclusion scholarship payments, per instructions of VP of Ethnic Awareness: (all cleared as of 1/3/19)

- \$500 – Giovanni Barrios, Northwest University
- \$500 – Kenson Jean, PLU
- \$500 – Doralee Sanchez, WWU
- \$500 – Dawson Dalfrey, WSU

October 10- Attended WFAA EC Meeting



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**Budget Information**

Approved Budget	\$1000 (Association Insurance) \$930 (Yearly Fees: tax prep, Sec. of State non-profit renewal, QuickBooks) \$85 (Treasurer- Miscellaneous)
Budget Expenditures to Date	\$1017 (Association Insurance) \$1432.60 (Yearly Fees: tax prep, Sec. of State non-profit renewal, QuickBooks) \$8 (Treasurer- Miscellaneous)
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			
Complimentary Registrations <i>(if applicable – i.e., scholarship recipients)</i>			
Add more rows as needed for additional events.			



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## Suggestions for Future Officer/Committee

- Improve methods for managing Treasurer documents and making them more accessible for review by other members of EC and/or Fiscal Planning Committee
- Scan copies or save electronic versions of all bank transactions, refund requests and all special payment requests to OneDrive

## Calendar of Events/Timelines

Date	Committee Member Responsible	Description
March 12, 2019	Treasurer	Attend Spring EC meeting