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** | October 10, 2018 |
|  | Yakima Convention Center, Yakima, WA |
|  |  |
| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Linnea Hengst |
| **Officer/Committee Chair:**  | Past-President / Awards & Nominations Chair |
|  |
| **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 | [x]  |
| 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 | [ ]  |
| 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 | [x]  |
| **Specific Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | 1. Help ensure seamless transition of executive council members by improving officer/committee descriptions, checklists, calendars and other transition materials
* Officer/committee descriptions and checklist documents drafted and prepared for review by WFAA EC
1. Mentor 1-2 incoming FAAs (newer to WFAA or profession) via quarterly scheduled meetings and via phone/email contact, as needed, as a method for supporting the growth and professional development of the association.
* Continue to dialogue with two mentees via email and phone
1. Engage new members to serve on WFAA Executive Council
* In process.
 |
| 🡪 |
| Summary of Activities *(Descending Chronological)* |
| Ongoing – Reviewed and drafted Officer and Committee Chair descriptions and checklist documentsOctober 3—Arranged with President-Elect, Sarah Everitt, to present WFAA Annual Awards at conference on 2nd day in my absence; also briefly discussed outstanding priorities for the associationSeptember 28 – Attempted to place order for WFAA Annual award plaques; issue with logo that will require graphics resolution to create 300dpi B&W image; will follow up after conferenceSeptember 27 – Reviewed historical documents on website for accuracy; uploaded copy of Strategic Plan and made accessible to membership on websiteSeptember 24 – Reviewed OneDrive documents for accuracy; moved files around to appropriate foldersSept 13 – WFAA Annual Awards winners announced; winners and supervisors notifiedSept 13 – WFAA Annual Award winners unanimously selected:* Marianna Deeken New Professional: Rachel Ernest (CWU)
* Unsung Hero Award: Karina Sanchez (Clark)
* Distinguished Service Award: Barbara Boots (EWU)

Sept 13 – Confirmed closure of Authorize.net payment processing accountSept 12 – Attended online Zoom meeting to close-out Treasurer dutiesSept 12 – Fielded issue via email from member re: inability to receive WFAA communications to their institution’s mail systemSept 12 – Dialogued with VP of Legislation re: WFAA letter on gainful employment Sept 11 – Sent list of WFAA Annual Awards nominees to committee members for reviewAugust 28 – Posted WFAA Annual Awards Nomination form to website and sent out call for nominations via listservAugust 28 – Sent request via email to President-Elect, President, and Sector Reps to serve on Awards & Nominations Committee; received confirmation from the follow persons to serve for 2018-2019:* Sarah Everitt, Gonzaga University
* Brian Dixon, Washington State University
* Caycee Clark, Divers Institute
* Lynette Splinter, Seattle University
* Oscar Verduzco, Yakima Valley College

July 31 – Presented NASFAA U SAP materials at WFAA Summer Training Event at Divers Institute |
|  |
| **Budget Information** |
| Approved Budget | $500 (Awards & Nominations – Past President) |
| Budget Expenditures to Date | $15 |
| Event Information *(complete if applicable)* | N/A |

|  |  |
| --- | --- |
| Event Name | N/A |
| Location | N/A |
| Date | N/A |
|  | 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** |
| * + Create Annual Award online nomination/application form on MemberClicks website; publish Annual Award information earlier to website
 |
|  |
| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
| ~~August 2018~~ | ~~Past-President/Awards & Nominations Committee~~ | ~~WFAA Annual Awards~~ |
| October 10  | Past-President | Attend EC Fall meeting |
| October 10-12 | Past-President | 2018 WFAA Annual Conference |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |