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:** | Treasurer (Interim) / Fiscal Planning 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 | |  |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | |  |
| Goal 4: Increase member participation in Association activities | |  |
| 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 | |  |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively | |  |
| **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 – Reconciling of payments and income on behalf of the association  October 8—Sent year-end report, balance report, and list of officers to Joy Hermann, tax preparer  October 8—Adjusted conference registration and payment from Casey Radostitz (JLARC) to Geoffrey Cunningham (JLARC) per email that Casey cannot attend; copied Conference Chair  October 8—Sent communications via MemberClicks to all members with oustanding invoices for 2018 Annual Conference; requested payment or explanation of payment arrangements  October 7—Sent copies of June & September asset statements to Investment Chair, Jim DeWilde, per request for report purposes  September 27—Conversed via email with President, Investment Chair and former Treasurer-Elect the possibility of presenting changes to EC regarding Treasurer, Fiscal Planning Chair and Investment Chair positions at next EC meeting  September 27 – Processed invoice payments for Conference Committee: Roger Hernandes (Conference Keynote Speaker) and MARCO Promos (swag bags)  September 27 – Sent email to previous tax preparer, Joy Hermann at Freedom Tax, to inquire about status of 2017 return and documents needed if still under contract  September 27 – Contacted Barbara Hammer, past EAC Chair, via email regarding uncashed returned check. Reissued check via Chase online bill pay.  September 27 – Completed year-end report  September 27 – YTD monthly reconciliation completed for July and August  September 26 – Sent request via email to Jennifer Conrad at GoEMerchant to close merchant account  September 26 – Completed FY18 reconciliation  September 24 – Per request and WFAA refund policy, processed conference vendor sponsorship refund to Inceptia via Chase online bill pay.  September 21 – Per request and WFAA refund policy, processed conference registration refund for Victor Fernandez and Carla Idohl-Corwin (WSAC).  Sept 13 – Per request, submitted copy of W9 via email to Shoreline College for invoice processing purposes  Sept 13 – Confirmed closure of Authorize.net payment processing account  Sept 13 – Confirmed FY 2018 activities completed with past Treasurer, Stacey Savino; ready for year-end report and reconciliation  Sept 12 – Updated passwords for WFAA Treasurer Microsoft Office suite, Authorize.net account and Quickbooks account  Sept 12 – Attended online Zoom meeting to close-out Treasurer duties  Sept 12 – Dialogued with VP of Legislation re: WFAA letter on gainful employment  August 29 – Worked with Brittany Bryan, Humble & Davenport Insurance, to update small business insurance policy with 2018-2019 information and request certificate of coverage for 2018 Annual Conference; forwarded copy of certificate to Ilda Meza, Conference Chair  August 24 – Made payment on past due invoice for small business insurance policy; original balance was $965.21, with late fees total payment was $1017  August 17 – Voided several invoices for members that were auto-invoiced by MemberClicks that have not renewed in many years or are no longer in FAA.  August 14 – Per request, submitted copy of W9 via email to Wells Fargo for invoice processing purposes  June 5– Attended WFAA Spring EC Meeting in Spokane | | |
|  | | |
| **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)  $712.60 (Yearly Fees: tax prep, Sec. of State non-profit renewal, QuickBooks)  $0 (Treasurer- Miscellaneous) | |
| 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** | | | | | |
| * + 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 | | | |
| October 10, 2018 | Treasurer | Attend Fall EC meeting | | | |
| October 12, 2018 | Treasurer | Present year-end report at WFAA Annual Business Meeting | | | |
| October 2018 | Treasurer | Complete 2017 federal tax filing | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  | | | | | |