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** | | | May 29 – May 30, 2019 | | | |
|  | | | WFAA Transition Meeting | | | |
|  | | |  | | | |
| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | Fiscal Planning Chair | | | |
| **Officer/Committee Chair:** | | | Kelly Forsberg | | | |
|  | | | | | | |
| **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. Adopt Internal Audit Checklist 2. Hold Fiscal Planning Meeting 3/25/19 3. Continue to scan and upload WFAA Treasurer Docs to Treasurer OneDrive 4. Send out call to EC chairs for budget requests 5. Recommendation from FPC to President on Credit Card Fraud Prevention and Internal Controls, as recommended by Jim DeWilde | | | |
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| Summary of Activities *(Descending Chronological)* | | | | | | |
| January 2019 - Scanned Docs; need to upload to One Drive. Need Assistance in completing this task – too many documents for one person.  March 25, 2019 - Held Fiscal Planning Meeting  May 28, 2019 – Developed Smart Sheet Project Management Internal Audit Checklist; sent out to FPC for review/edit/adoption | | | | | | |
| i | | | | | | |
| **Budget Information** | | | | | | |
| Approved Budget | | | N/A | | | |
| Budget Expenditures to Date | | | N/A | | | |
| Event Information *(complete if applicable)* | | | N/A | | | |
| Event Name | | |  | | | |
| Location | | |  | | | |
| Date | | |  | | | |
|  | | | Number | Cost of Registration | Subtotal | |
| Attendees | | |  |  |  | |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* | | |  |  |  | |
| Add more rows as needed for additional events. | | | | | | |
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| **Suggestions for Future Officer/Committee** | | | | | | |
| Continue to find ways to increase WFAA Membership | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
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