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 |
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| **Executive Council Meeting Date** | May 29, 2019 |
|  | Gonzaga University, Spokane, WA |
|  |  |
| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Linnea Hengst |
| **Officer/Committee Chair:**  | Past-President  |
|  |
| **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 uploaded to WFAA OneDrive
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 one mentee via email and phone
1. Engage new members to serve on WFAA Executive Council
* Referred several potential candidates to incoming President and followed-up with EC candidates on the ballot that were not elected to serve
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| Summary of Activities *(Descending Chronological)* |
| May 9- Updated treasurer mailing addresses on multiple WFAA materialsMay 9- Completed reconciliation for month of April while newly-elected Treasurer did not have banking accessApril 11-15- Followed up on various transition related emails to President and President-ElectApril 3- Visited local Chase branch to speak with banker about account owner/signer update issues; identified solution and emailed action items to newly-elected Treasurer, President and President-ElectMarch 12- Attended WFAA EC Meeting |
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| **Budget Information** |
| Approved Budget | $500 (Gifts & Awards – Past President) |
| Budget Expenditures to Date | $0 (Gifts & Awards – Past President) |
| 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
	+ There has not been an official Strategic Planning Committee Chair for 2 years. I attempted to fulfill these duties but did not have capacity during my presidential years. A SPC meeting was held last September 2018 and we discussed some ideas and brainstormed ways to recruit members to serve on the committee. No other meetings were held.
		- All historical SPC documents were scanned and uploaded to a dedicated folder in the WFAA EC OneDrive.
		- The current Strategic Plan has been extended through this calendar year (2019) by a vote of hte membership at our last Business meeting.
		- Action item: The next step would be to survey the membership about strategic planning activities and the organizations. A copy of the survey template that was last sent out to membership is saved to OneDrive and the SPC may want to review these questions to see if they should be edited prior to sending to membership.
	+ No recognition/retirement awards were made this year to recognize members who made significant contributions to the organization (typically Presidents, other folks who contributed lengthy or significant service). The EC may want to consider a better method for tracking and nominating folks for special recognition.
	+ Suggestion to have EC officers/chairs review the transition materials (including officer descriptions and checklists) prior to the transition retreat as part of their final duties of their term of service
	+ Action item: At the March EC meeting, I presented several suggested changes to the Policies & Procedures manual. The EC will need to decide to provide further feedback on these edits and suggestions or to entertain a motion to make changes.
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| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
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