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 2017/2018 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Executive Council Meeting Date** | | | 5-29 and 5-30, 2019 | | | |
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| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | Communications Chair | | | |
| **Officer/Committee Chair:** | | | Rob Clarke | | | |
|  | | | | | | |
| **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.)* | | |  | | | |
|  | | | | | | |
| Summary of Activities *(Descending Chronological)* | | | | | | |
| Jan through May 29:  -WFFAA Facebook site updated with the 2019 Conference as an event-points to the WFAA site  -WIP on newsletter | | | | | | |
|  | | | | | | |
| **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** | | | | | | |
| Newsletter and other efforts have taken a back seat to Electronic Services Chair work as well as efforts at my institution. There is a draft of the newsletter that I need to complete. With more support, and more articles from members (recommend regular postings by EC members), we can get the Newsletter back up to being a regular publication. | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
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