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 |
|  |  |
|  |  |
| **Officer/Committee Information** |
| **Office Held/Committee Name:** | Electronic Services 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 | [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.)* |  |
|  |
| Summary of Activities *(Descending Chronological)* |
| Jan through May 29:  -19 updates to the WFAA web site including: -multiple job postings -revisions to show the content from the 2018 conference -revisions to the “home” page -taking down the 2018 nominations form (2019 needs to be posted) -Save the Date for the 2019 conference created as a page and an event-Multiple messages sent for the job postings-Confirmed with Memberclicks that the auto renewal message for membership is scheduled to send out on May 30, 30 days before memberships expire |
|  |
| **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. |
|  |
| **Suggestions for Future Officer/Committee** |
| More support needed for the role. Suggest having one person in charge of job posting duties and another in charge of other web edits |
|  |
| **Calendar of Events/Timelines** |
| Date | Committee Member Responsible  | Description |
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