

## **Washington Financial Aid Association**

# Executive Council Meeting Officer/Committee Report Template

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 <u>4 days prior</u> to meeting.

WFAA Quarterly Officer/Committee Report 2019/2020			
Executive Council Meeting Date	10.22.2019		
Executive Council Meeting Location	Yakima Conference Center		
Officer/Committee Information			
Office Held/Committee Name:	Caycee Clark		
Officer/Committee Chair:	Proprietary Sector Representative		
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		$\boxtimes$	
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		$\boxtimes$	
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.)	<ol> <li>Communicate and advocate for the sector.</li> <li>Encourage conference attendance by sector members.</li> <li>Facilitate &amp; encourage networking opportunities within the sector.</li> <li>Increase proprietary sector awareness of WFAA and the value of membership.</li> </ol>		



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Summary of Activities (Descending Chronological)

#### October 2019:

- Worked on creating and practicing my presentation that I will be delivering during the annual WFAA conference in Yakima on suicide prevention and awareness.
- Will be in attendance at the annual WFAA Conference from 10/22/19-10/24/2019, as well as the EC business meeting on 10/22/2019.

#### September 2019

- My September was pretty tied up w/me being the sole person in my office responsible for GE, FISAP and the Unit Record Reports (which is all done manually at my campus).
- The only WFAA specific activity I participated in during September was an EC vote on a new internal audit procedure.

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

- -At bare minimum, ensure that your organization is a member of NWCCF (NW Career Colleges Federation). They are our pipeline to Olympia and are in the know about anything and everything happening out there that affects this sector. They also have a connection to one of the lobbyists in Washington DC for the sector (so as to keep apprised on the Federal side as well).
- -This sector is always very quiet when it comes to WFAA involvement (and membership is very tiny). You will not get a lot of response when you reach out via WFAA listserv. So it's very important that when any opportunity presents itself at any conference, community gathering, open house, etc.....you should go and network. Meet sector members and ensure they know who you are and what WFAA is.

-Always reference previous meeting agendas before each new meeting.

Calendar of Events/Timelines			
Date	Committee Member Responsible	Description	