



# 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 4 days prior to meeting.

| WFAA Quarterly Officer/Committee Report 2019/2020  |  |
|--|--|
| <b>Executive Council Meeting Date</b>  | Oct 22, 2019   |
|  | Yakima Convention Center   |
| Officer/Committee Information  |  |
| <b>Office Held/Committee Name:</b>   | Secretary  |
| <b>Officer/Committee Chair:</b>  | Josh Holloway  |
| Officer/Committee Goals for Service Year   |  |
| Strategic Plan Goals that are being met ( <i>check all that apply</i> )  |  |
| Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs   | <input type="checkbox"/>   |
| Goal 2: Maintain the long-term financial stability of the Association  | <input type="checkbox"/>   |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments  | <input type="checkbox"/>   |
| Goal 4: Increase member participation in Association activities  | <input checked="" type="checkbox"/>  |
| Goal 5: Continually improve methods and processes for communicating with the membership  | <input checked="" type="checkbox"/>  |
| 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 | <input type="checkbox"/>   |
| Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee   | <input type="checkbox"/>   |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively  | <input type="checkbox"/>   |
| <b>Specific Officer/Committee Goals</b><br>( <i>Include progress toward goals and measurement of success.</i> )  | <p>Better learn the roll of Secretary to provide the best service to our membership</p> <p>Maintain best practices for position to ease transition at the end of this term</p> <p>Check OneDrive for any past files relating to position, update as needed, and maintain files in OneDrive</p> |



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### Summary of Activities *(Descending Chronological)*

Aug – EC Meeting  
 Oct - Capture online voting for Internal Audit Policy and Procedure

### Budget Information

|   |        |                      |          |
|---|--------|----------------------|----------|
| Approved Budget   | N/A    |                      |          |
| Budget Expenditures to Date   | N/A    |                      |          |
| Event Information <i>(complete if applicable)</i>                                 | N/A    |                      |          |
| Event Name  |        |                      |          |
| Location  |        |                      |          |
| Date  |        |                      |          |
|   | Number | Cost of Registration | Subtotal |
| Attendees   |        |                      |          |
| Complimentary Registrations <i>(if applicable – i.e., scholarship recipients)</i> |        |                      |          |

Add more rows as needed for additional events.

### Suggestions for Future Officer/Committee



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## Calendar of Events/Timelines

| Date | Committee Member Responsible | Description |
|------|------------------------------|-------------|
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