



Save the completed report using Committee title and date (*example: WASFAA_JRSMLI_Feb_12.doc*). Submit your report via email to the WASFAA Executive Council listserv and post a copy to the Committee webpage on the WASFAA website.

Quarterly WASFAA Committee Report	
Executive Council Meeting Date	November 17 th & 18 th 2011
Executive Council Meeting Location	The Coeur d'Alene Resort; Coeur d'Alene, Idaho
Committee Information	
Committee Name	Membership
Chair(s) (<i>Name, Place of Employment, State</i>)	Washington State University Vancouver 14204 NE Salmon Creek Avenue Vancouver, WA 98686 360.546.9784 abril.hunt@vancouver.wsu.edu
Committee Members (<i>Name, Place of Employment, State, note new committee members with *</i>)	ID Joy LaRue, College of Western Idaho, AK Jackie Alleyne-McCants, University of Alaska - Fairbanks CA Brian Chamberlain, Preferred College of Nursing Ex-Officio CA Jack Edwards, President-Elect NV Peter Miller, Treasurer
Committee Goals	
Strategic Plan Goals that are being met (<i>check all that apply</i>)	
Goal 1: Leader in providing training and professional development	<input type="checkbox"/>
Goal 2: Consolidate and communicate the public policy positions of aid administrators	<input type="checkbox"/>
Goal 3: Collaborate and coordinate with other organizations and associations	<input type="checkbox"/>
Goal 4: Maintain and enhance the diversity of our membership and Executive Council	<input type="checkbox"/>
Goal 5: Increase the participation of members in WASFAA activities	<input checked="" type="checkbox"/>
Goal 6: Maintain the long-term financial stability of WASFAA	<input type="checkbox"/>
Goal 7: Continually improve methods & processes for communicating with member's	<input checked="" type="checkbox"/>
Goal 8: Assess & monitor the performance of WASFAA & make strategic adjustments	<input type="checkbox"/>



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Specific Committee Goals *(include progress toward goals and measurement of success)*

1. Increase the number of current members by helping ensure strong training programs and sending reminders to members who have not yet renewed their membership.
2. Provide statistical information to the Executive Council on the membership.
3. Assist the Treasurer with his efforts to clean up the database.
4. Reach out to State Associations to promote WASFAA membership through State Newsletters, Listserv solicitation and State Conferences.
5. Actively work to recruit new and former financial aid professional into WASFAA.
6. Recruit new members for the Membership Committee.
7. Review/edit information within the WASFAA Website.
8. Create/update email showing the benefits of WASFAA membership and use to recruit new members.
9. Gather data to determine potential membership.
10. Conduct an effective campaign to increase membership.
11. Maintain membership records of the Association in conjunction with the Treasurer.

Responsibilities:

1. Develop material (brochures, letters, questionnaires, etc.) to carry out the membership campaign.
2. Develop billing materials and is responsible for the actual mailing.
3. Develop a calendar of membership committee activities.
4. Use the WASFAA Newsletter and state newsletters as well as the WASFAA and state listservs to encourage membership.
5. Coordinates membership efforts with state membership chairpersons, and includes them as committee members where appropriate.
6. Provide the database information so that members may produce the WASFAA Directory from the website.
7. Set a yearly membership goal.
8. Maintain membership database utilizing software and provide membership information to Association committee and officers.
9. Coordinate with the Treasurer to ensure that the membership database is a current reflection of dues paid members.
10. Maintain and produces membership lists.
11. Provides mailing labels and/or lists to WASFAA committees as needed. (WASFAA does not provide listings/labels to members or others based on a sort of ethnicity of the membership, but may provide such a list or labels to the Chair of the Ethnic Diversity Action Committee.)
12. Place a hold on non-paying members.
13. Confirm that WASFAA committee chairs and members are current members.

Summary of Activities

Membership as of 11/1/11 is 645. 192 new members/451 renewals. We are at our highest membership since 2008.

- NOV Sent out membership renewal reminder
- OCT Sent out membership renewal reminder
- OCT Sent out outstanding payment reminders
- OCT Worked with Treasurer to deposit un-cleared check from Whitworth College
- OCT Contacted Awards/Scholarships Chair regarding coordination of outreach efforts to annual conference scholarship Recipients
- OCT Worked with State Presidents to solicit new members. Thanks for the plugs! :0)



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OCT Reached out to Membership committee to begin cleanup of membership database

SEP Sent out membership renewal reminder

SEP Attended WASFAA conference planning committee meeting.
 Membership will be responsible for:

- Coordinating social events and newcomers welcome with conference chair
- Working with EDAC to organize appropriate entertainment for President's Reception
- Obtaining local information and guides for conference attendees
- Preparing conference attendees with local maps, airline, and transportation/shuttle service information
- Working with the Chair and WASFAA Webmaster to publicize social & transportation info

AUG Sent out membership renewal reminder

AUG Worked with Treasurer to deposit u-cleared check from Lewis-Clark State College

JUL Sent our membership renewal reminder

JUL Sent invoices to all members who had renewed but not remitted payment

JUN Sent our membership renewal reminder

Budget Information

Approved Budget	\$200
Budget Expenditures to Date	1. 2. 3. TOTAL = \$

Event Information *(complete if applicable per location)*

Event Name			
Location			
Date			
	Number	Cost of Registration	Subtotal
Attendees			
Complimentary Registrations <i>(if</i>			



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applicable – i.e., scholarship recipients)

Add more rows as needed for additional events.

Suggestions for Future Committee

- 1.
- 2.
- 3.

Calendar of Events/Timelines

Date	Committee Member Responsible (<i>if applicable</i>)	Description
February		Attend transition meeting
March		Incoming/outgoing chairs review duties and navigation of online Membership and Payments access.
March		Work with Scholarships committee to support recipients at annual conference
April		Attend annual conference
April		Coordinate newcomers welcome at annual conference
April		Recruit new committee members
May		Attend executive council meeting
November		Attend executive council meeting
Monthly		Send Membership renewal reminders
Ongoing		Post Membership payments & deposits, forward to Treasurer
Ongoing		Research Membership inquiries
Ongoing		Clean-up Membership database
Ongoing		Review and update Membership campaign materials