CALA Southeast Chapter Mid-year Report

Your Name:
Xiaojie Duan

Committee Name:
CALA Southeast Chapter

Committee Roster:
President 2015-16: Xiaojie Duan, xiaojie.duan@usm.edu
Vice President/President Elect 2015-16: Sai Deng, saideng@gmail.com
Immediate Past President 2015-16: Yingqi Tang, tang@jsu.edu
Membership Officer 2015-17: Peng Mu, pmu@samford.edu
Webmaster 2015-16: Wenzhi Cai, wenzhi418@gmail.com

Committee Charge:
Chinese American Librarians Association Southeast Chapter was established in April 2007. It is a chapter designed to fulfill CALA’s goals and to better serve the Southeast Chapter’s members from seven states: Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee.

The members are from all types of libraries including academic, public, and special libraries. The Chapter would like to bridge the libraries in China and in the United States by providing contact and connection through various types of activities, events, and programs. The Chapter also provides its members with an open and collegial forum to discuss current and relevant issues and to meet their colleagues who are involved in various aspects of librarianship.

The 2015 membership of CALA Southeast Chapter is shown below, by Chapter States:
Goals and Objectives Completed:

1. Accomplished the officer recruitments

The Chapter successfully recruited its new officers during 2015. After the last report, the Nomination Committee of the Chapter did the recruitment process of its 2015-16 Vice President/President Elect position. After the CALA Annual Conference held in July, the current President recruited more officer positions, including membership officer (2015-17) Peng Mu (pmu@samford.edu) and webmaster 2015-16 Wenzhi Cai (wenzhi418@gmail.com). The Chapter didn’t recruit the treasurer of 2015-16, however, the Vice President/President Elect 2015-16 Sai Deng (saideng@gmail.com) volunteered to take this position. The Immediate Past President, Yingqi Tang (tang@jsu.edu) becomes the Chair of the Chapter Nomination Committee, and will establish the election of the Vice President/President Elect 2016-17 after the CALA board meeting during the 2016 ALA Midwinter Conference.

2. Completed the Chapter Action Plan 2015-16

The CALA President established the Action Plan Program in September 2015, due to a review of 2 action plans submitted by task force chairs & chapter presidents. The President 2015-16 of Southeast Chapter, Xiaojie Duan (xiaojie.duan@usm.edu) accomplished the action plan and submitted it to the CALA President by September 25th, 2915. The action plan includes estimated plans of Chapter Board meeting, Chapter strategic plan meeting, form and organize Chapter committees, keep in touch with Chapter and CALA Board members, update Chapter website, and so on. The full version of the Chapter action plan can be found on page 51, Part VI: CALA Documents of the CALA Newsletter No. 113, 2015 fall issue: http://www.cala-web.org/files/newsletter/2015fall/CALAnewsletter_Fall2015_Part_VI-CALA-Documents.pdf.

3. Organized the first 2015 CALA SE Chapter Board Meeting

Xiaojie Duan organized the first 2015 CALA SE Chapter Board Meeting on October 22nd, 2015, as instructed in the Handbook of Officers, revised version 2, “timeline of president” on page 4. The Board meeting went 2 hours from 1:00 pm-3:00 pm CST and discussed the following issues:

1) Whether the Chapter needs to establish its strategic plan 2015-2020, based on the CALA strategic plan 2015-2020;
2) Whether the Chapter needs to establish its 2015 annual program, if so, what are the expectations of Chapter members and what are the thoughts and concerns of Chapter Board members;
3) Discuss the Chapter election schedule. More questions are discussed such as: What’s the time schedule of the Chapter election 2016-17? What positions need to be filled and what back-up plans for vacant positions? Who will take care of the responsibilities if a position is vacant? Possible actions of merging two positions into one position?
4) Discuss the Chapter website update program. More questions are discussed such as: What need to be improved and what need to be added into the website? What need to be updated and what need to be deleted on the website? Necessary to set up a time schedule for website updating & maintenance?
5) Discuss the Chapter liaison program, established by the Chapter President 2014-15;
6) Discuss the joint events, including discussions of types of joint events and which Chapter should be joint with SE Chapter.

The Board Meeting answered several discussions above:
1) The Chapter doesn’t need to establish its own strategic plan, since the CALA strategic plan 2015-2020 has been established and becomes the guidelines of every Chapter, including SE Chapter. However, the Chapter Action Plan is a good “self-produced” document to guide Chapter’s goals & activities in association with the CALA strategic plan 2015-2020;

2) The Chapter needs to establish its 2015 annual program, since the Chapter didn’t have any annual programs in 2014. A joint event is a highly recommended annual activity suggested by Chapter Board members, and Southwest Chapter has been considered as a good partner if a joint event will be held;

3) The election of Vise President/President-Elect 2016-17 will soon begin after the the CALA board meeting during the 2016 ALA Midwinter Conference. Yingqi Tang, the Immediate Past President, is the Chair of the Chapter Nomination Committee. Officer position like Chapter Treasurer 2016-17 needs to be recruited if volunteers are presented. However, the lack of nomination and difficulty in filling the officer positions becomes a common problem in several Chapters, including the SE Chapter. The Chapter Presidents and Nomination Committee Chairs are told to look in the CALA Constitutions & Bylaws for guidelines, but there is either no guideline or very vague guideline.

4) The Chapter website needs to be updated in a timely manner, especially the “News & Events” section and the membership list. Old chapter documents can be put into a new section “Chapter Archives”. Xiaojie Duan, the Chapter President 2015-16 will negotiate with the Chapter Webmaster and discuss more about website update issues.

5) The liaison program which established by the Chapter President 2014-15 is an innovate program done by the Chapter Board member and should be kept at least another year to see its effectiveness. Xiaojie Duan, the Chapter President 2015-16 will keep in touch with the membership officer to get the newest version of the membership list, and contact liaisons individually.

4. Completed the CALA Master Calendar

The Chair of the CALA Collaboration and Organizational Development Initiatives Task Force sent out a notification of the update and re-design of CALA Master Calendar, which was created in 2005, to make sure the usability and maximize the functionality of the Calendar. Xiaojie Duan accomplished the Master Calendar as SE Chapter 2015-16 and submitted the calendar to the Chair of the Task Force by November 13th, 2015. A brief description and a screenshot of the Master Calendar is shown on page 14, Part I: Greetings, Interviews, News & Announcements of the CALA Newsletter No. 113, 2015 fall issue: http://www.cala-web.org/files/newsletter/2015fall/CALAnewsletter_Fall2015_Part_I-Greetings-News.pdf. A preliminary version of the Master Calendar can be viewed at: http://cala-web.org/files/docs/master%20calendar_20151201.pdf.

5. Checked the copyright issues of Chapter website

The CALA President 2015-16 posted a copyright announcement on December 11th, 2015, and asked Chapter Presidents to work with chapter web master to check website carefully. The announcement asked to remove any Powerpoint slides from CALA members' presentations and other events, and replace the slides with a list of presenter names and presentation titles. Xiaojie Duan contacted the Chapter Webmaster and made sure that there were no Powerpoint slides from CALA members' presentations and other events posted on the SE Website, and will continue check the website regularly.
6. **Completed the Chapter mid-year report**

The 2015 CALA mid-year report is due on December 15\textsuperscript{th}, 2015 to the CALA Executive Directors, including the Chapter mid-year report. Xiaojie Duan completed and submitted the report to the CALA Executive Directors on time.

**Goals and Objectives to Be Completed:**

There are few things that the Chapter is trying to accomplish during the following year:

1. Continue to recruit officer position, like Chapter Treasurer;
2. Continue to establish the recruitment of Chapter Vice President/President-Elect 2016-17;
3. Continue to negotiate with the President of the CALA Southwest Chapter and discuss more about the joint annual program;
4. Continue to recruit liaisons for Chapter states;
5. Continue to update & maintain Chapter website;
6. Continue to finish the Chapter annual report 2015-16.

**Budget Requirements or Reimbursement Requests (if any):**

No budget requirements for now. A further budget requirement maybe needed for joint annual program and website update & maintenance.

**Questions/Comments/Suggestions for the Board (if any):**

Xiaojie Duan, the Chapter President 2015-16, who acts also as a member of the CALA Constitutions & Bylaws Committee, hopes that the CALA Board will approve the changes made in the C&B document, especially those changes related to Chapter vacant positions & nominations and elections (Bylaw Article V. Chapters Section 5; Bylaw Article VII Nominations and Elections, Section 4), thus the document will be handful for Chapter Presidents when dealing with officer nomination, election, or vacancy issues. The revised version of the C&B documents have been submitted by the Committee Chair to the CALA Board during October 2015.

**Summary:** In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee work:

The CALA Southeast Chapter successfully recruited its new officers during 2015, and held the first 2015 SE Chapter Board Meeting. During the Board Meeting, Board members discussed issues with officer vacant position, Chapter action plan, joint event/Chapter annual program, etc., and proposed solutions to questions & problems revealed by the Board Meeting. The Chapter will try to establish the joint annual program as a new idea of Chapter collaboration, and the Chapter will continue to follow its action plan as well as CALA strategic plan 2015-2020 to fulfill Chapter goals in the next year. The Chapter will also continue to recruit its officers, expand its liaison program, and will continue to keep in touch with CALA Board, CALA Committees, and other CALA Chapters at large.