2016-2017 CALA Annual Committee Report
Web Committee (5/31/2017)

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Committee Name: Web Committee

Committee Roster:

- Weiling Liu (Co-Chair and webmaster) w.liu@louisville.edu
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- Tiewei Liu tieweil@csufresno.edu

Committee Charge:
Assist the Webmaster to develop and refine the Association's websites and online systems.

Tasks Completed (according to the 5 Goals Outlined in the CALA 2020 Strategic Plan if Applicable- Be Specific):

- Advertisement (Tiewei, Xiaoyu, Yanhong): As of May 24, 2017, we have received 112 (46+66) of requests. Among them 100 (37+63) were posted and the total paid amount is $17,138.00 ($6,064+$11,074) – The majority were processed by Tiewei Liu.
- Server backup (Minhao, Weiling): Performed monthly backups; performed at least 21 (5+16) system upgrades
- Website maintenance (Suzhen, Weiling): Updated or added pages of Committee, Bylaws & Constitutions, Handbook, some Web forms, and Newsletter, fall 2016 issue, news and calls
- Setup one survey or voting for Social Media Survey, Nomination Form, Intranet Information, print Member Directory survey form and Committee Volunteer Form
- CALAlistserv (Chenwei, Suzhen): Added new members to CALA listserv at a timely manner; updated the CALA listserv with email changes and listserv membership with current members
- Added an instance of CiviCRM and made it a development site (Minhao and Weiling)
Goals and objectives accomplished for the **whole year** (and highlight those accomplished after mid-year report):

**Goals and Objectives Accomplished:**

1. Facilitate communications among CALA members through new technologies e.g. Improve CALA public interface to promote CALA both nationally and internationally; Advance CALA as “the hub” to get together virtually and/or in person; Build platform that will help to demonstrate the value of Chinese American librarians and the role of CALA members in the LIS field) (2020 Strategic Plan, Goal.5)

Projects:
   a. Continue the restoring the rest of pages (mainly Board documents) (Suzhen, Xueye, Weiling)
      As a whole, all the Board meeting minutes found on the Web were relinked and a link was added to “About” tab accessible to the public on the main website.

   b. Migrate sites or listservs that use domain, web-cala.org (Minhao, Weiling)
      *(Note: web-cala.org was created when moving from the old host provider’s server to the new. CALA owns the domain, cala-web.org, and so it is not necessary to keep web-cala.org. Sites or listservs based on web-cala.org need to be moved off web-cala.org domain by August 2017 before the domain subscription expires.)*
      
      Affected sites and lists:
      - CALAboard (calaboard@web-cala.org) (new domain) - done
      - Chairs (chairs@web-cala.org) (new domain) - done
      - Chapter Presidents (chp@web-cala.org) (new domain) - done
      - vote.web-cala.org - Data were archived and the site was removed
      - Transferred and renewed domain (cala-web.org) to the current provider

      Need to be completed by August 2017: Redirect the sites or addresses that use web-cala.org as the base in the back end

2. Further membership retention and engagement by enhancing communications among CALA members through various means including innovative technologies and members’ information sharing
   Engage and connect members so that a community can be developed where members can obtain guidance and comradeship for as broad spectrum of professional development needs as possible (2020 Strategic Plan, Goal.1.3)

Projects:
   - Membership Directory support – done (March, 2017)
i. Online Directory (Jingjing, Weiling) (continued from FY2015-2016)
   • Intranet login accounts were created for current (as of March, 2017) annual members and life members
   • Membership related fields were updated with cleaned up data
   • Login information and renew reminders were sent via LimeSurvey
   • Created Intranet logins for current members and membership information for Online Directory

ii. Provide assistance to Print Membership Directory project (Jingjing)
    Exported data from the membership database and created printable list.

3. Provide support to CALA 2016-17 elections or surveys (6/30/2017) (2020 Strategic Plan, Goal.2.4)
   Projects:
   • CALA 2016-17 election - done (by 5/23/2017)
     i. Setup a form for call nominations – (Weiling)
        A Web form for nominations was created on the main website.
     ii. Election support (early 2017) – (Chenwei, Jingjing, Weiling, Yanhong)
        • Setup and tested ballots on LimeSurvey system
        • Exported data from the membership database for importing to the system
        • Assisted in sending off e-ballots as reminders
   • NCA Chapter 2017 election (Jingjing, Weiling) (5/22 – 6/6/2017) – provided support for the whole process

4. Enhance CALA members’ professional networking and connection opportunities by leveraging existing systems and/or identifying new technologies; Preserve and promote Chinese culture and librarianship and collaboration with China from all directions. (2020 Strategic Plan, Goal.6.1)
   Projects:
   • Improve contents, structures and publishing experiences on the CALA's public interface. Support CALA's website operational planning, enhance and streamline the ads management, improve user experiences, release some repetitive works through technology enhancement
      Updated pages and made changes when needed.

Budget Requested: $1500.00 for all the Web maintenance and server storage
   • Intranet SSL (due on ) - $49.95 – done (8/6/2016)
   • Web-cala.org domain renewal (due on ) – $24.95 – done (8/16/2016)
   • Dropbox for Business subscription: (due on ) - $750 / 5 users / year
      Need to increase some number of users depending on the cost.
Added one license and the subscription was renewed on 12/7/2016. 
Transferred domain, cala-web.org, to the current provider - $24.9 (5/1/2017) 
Total expenditure for FY2016-2017: $848.85 

Projection based on previous costs for FY 2017-2018 (total= $1500): 
  Hosting: $527.76
  SSL for Intranet: $45.95
  Domain: $24.90
  Dropbox: $750.00

**Goals and objectives not completed (and concerns):**

c. Review web contents for retention, revision, development and weeding, editorial guides, SEO, site activities, etc.

Not started in FY2016-17. May continue this project in FY2017-2018.

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

**Summary:**

The highlights of this year’s achievements include the launch of online Membership Directory and a great increase in advertisement service process. A total of 112 requests were received, of which 100 were completed and posted and 12 were cancelled (income: $17,138).

In addition, we have restored all the Board document pages as a whole; added or updated many pages on the main website; provided support to many requests such as listserv monitoring and maintenance, setup survey or voting systems for the Board, some Chapters and Task Forces as requested.