CONTINUING CALA VALUES AND PROMOTING MEMBER INVOLVEMENT

CALA BOARD MEETING III
JUNE 24TH, 2017

HYATT REGENCY
CHICAGO

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Outlines

➢ Review CALA Value and Tradition
➢ Goals and objectives of June 2016 President report
➢ Best Practice: CALA’s Operation Principals
➢ Achievements:
  ➢ members
  ➢ committees
  ➢ chapters
CALA Values

➢ Professionalism
➢ Collaborative leadership
➢ Positive, open and inclusive environment - respect
➢ Transparency and integrity
➢ Service to members – fair,
➢ Continuing learning – both in profession and also in running an organization, Effective communications
➢ Stewardship of resources – internal and external, in professional and legal perspectives, continuing education for officers, committee chairs and chapters
➢ Global perspectives -
Review Goals of the Year

- Member Oriented
- Service Oriented
- Promoting young and new librarians
- Participating in a broad spectrum network
- Contributing to librarianship both locally and internationally
Professionalism and Integrity

- **Professionalism**
  - Characterized by or conforming to the technical or ethical standards of a profession
  - Exhibiting a courteous, conscientious, and generally businesslike manner
  - Following a line of conduct as though it were a profession

- **integrity:**
  - Conduct that conforms to an accepted standard of right and wrong demonstrated by taking full responsibility for ones’ own actions
  - Ethic: the discipline dealing with what is good and bad and with moral duty and obligation, the principles of conduct governing an individual or a group professional
Illinois Nonprofit Principles and Best Practices

1. The organization has a clearly stated charitable or educational mission, approved by the governing body, in pursuit of the public good.

2. The role, responsibilities, selection, and tenure of the governing body are clearly stated in the organization’s governing and policy documents and understood by the governing body members.

3. The governing body ensures that its members are competent and knowledgeable, and it seeks diverse points of view and experience as needed to provide credible and effective oversight of all aspects of the organization’s work.

4. The governing body regularly assesses the organization’s mission and the effectiveness of the organization and its leadership in achieving it.
5. The full membership of the governing body is responsible for the organization, and each member acts at all times in an ethical manner and in the best interest of the organization and the public.

6. The governing body and staff know about and comply with all federal, state, and local laws, regulations and fiduciary responsibilities.

7. The governing body exercises active oversight of the financial affairs of the organization and sets policies to ensure that the organization's resources are used appropriately in furtherance of the organization’s mission.
Best Practices-cont.

- 8. The organization makes information about its mission, program activities, and finances available to the public and communicates in a clear and timely manner with those who request information.

- 9. Organizations that raise funds from the public or from donor institutions maintain solicitation policies that reflect the organization’s mission and use of solicited funds.

- 10. Grant making organizations establish, follow, and clearly communicate processes for receiving, reviewing, and acting on grant applications and for monitoring and evaluating grants made.
How do we do?

Regarding 2. The role, responsibilities, selection, and tenure of the governing body are clearly stated in the organization’s governing and policy documents and understood by the governing body members.

CALA handbook and Bylaws have clearly stated the role, responsibilities of the governing board and the selection process and we, the board all understand the process and can refer to it when in doubt.

Regarding 3. The governing body ensures that its members are competent and knowledgeable, and it seeks diverse points of view and experience as needed to provide credible and effective oversight of all aspects of the organization’s work:

Through professional development, through committee work, chapter work and discussions with members.
Ensure members are competent and knowledgeable, through credible and effective programs of the organization’s

- Through member engagement, why these are important?
  - Committee work
  - Chapter work
  - Local work
  - National
  - International
  - Promote members’ skills, knowledge and perspectives
How ensure our members are competent

- ALA Emerging leader:
- Committee: Herstory: Yan He: exibits : Chinese women in US history
- CALASYS – with emerging leader: completed.
- International relations: Pudong, Balis in Sept.
  - Mentorship: 9 pairs: presented at MW chapter
  - Newsletter
  - Social Media
  - Leadership Task force
  - Professional and Leadership Development Task Force

Through committee and chapter work, our members gained management, leadership, organizational skills that they can use at their work place.
How do we do?

Regarding 4. The governing body regularly assesses the organization’s mission and the effectiveness of the organization and its leadership in achieving it.

The election process: EC has proposed changes in the election process to ensure nominees consensus in running for the board and officers, informing members, print ballots.

5. The full membership of the governing body is responsible for the organization, and each member acts at all times in an ethical manner and in the best interest of the organization and the public.

   Committees, follow members services oriented principals, i.e. Committee practice, Awards, board approve all nominees and is a decision making body, etc.

6. The governing body and staff know about and comply with all federal, state, and local laws, regulations and fiduciary responsibilities.

   Be responsibility of all legal document, actions, procedures, including each year, with the change of officers, change the names at bank, regularly and timely file tax returns and register with the State.
How do we do: maintain ethical in managing donor support awards fund

- In the case of Margarete Fung Award: Board has show unity in maintaining CALA’s ethical standard
- Choose principle but not favor
- Choose organization but not individual
- Choose best practices but not risking potential conflict and danger to the organization
- Stick to the agreement, policy and legal documents.
- Learning process:
  - Be aware of previous agreement and existing issues, good communication between each president,
  - proactively plan committees and chose committee chairs and officers.
In the case of President Recognition Award

- Award those contributions that matter to the organization regardless of age, membership or experience
- Award those who demonstrated selflessness
- Award those who understand the importance of communication, collaboration, teamwork, and
- Award those who put CALA first:

Examples:
- Tiewie Liu, Yao Hong, Lian Ruan,
- Web committee: Weiling
- PD development
- Newsletter
- Social media
How do we do?

7. The governing body exercises active oversight of the financial affairs of the organization and sets policies to ensure that the organization’s resources are used appropriately in furtherance of the organization’s mission.
   - CALA financial status, CALA ‘s Future, endowment fund, CALA donor supported scholarships and award:

8. The organization makes information about its mission, program activities, and finances available to the public and communicates in a clear and timely manner with those who request information.
   - File tax on time with state and the federal, timely submit annual report to the state of Illinois, the registered state and the officer of the State Attorney.
Finance/Income

- Proposed president budget was approved by the board
- Proposed channels of generating income is transparent to the board and members:
  - Web committee: Web Advisement & Job posting
  - Public relations committee: seeking sponsorship
  - Membership directory
  - Membership fee: 708
- Scholarship: Dr. Tze-Chung Li
  - Student scholarship
- Donation: Lisa Zhao’s husband
- Overdrive
- Member/community support
Finance/Organization

- CALA finance support: investment options: recommended $100,000 investment in endowment
- Endowment policy: Recommend investment policy
- Bank name transferring
- In Good standing of the State of Illinois
- Filed the tax return
- On time registration with State Attorney
- Recommended on donor supported award policy
- Ethical practice: strictly following standard and ethical best practice
How do we do?

9. Organizations that raise funds from the public or from donor institutions maintain solicitation policies that reflect the organization’s mission and use of solicited funds.
   - Donor supported scholarship is managed strictly according to policy, agreement and best practice. In the case of Margaret Fung Award: Board has show unity in maintaining CALA’s ethical standard
   - Choose principle but not favor
   - Choose organization but not individual
   - Choose best practices but not risking potential conflict and danger to the organization
   - Stick to the agreement, policy and legal documents.

1. In the agreement, the Donor specifies that “….. additional amounts may be hereafter contributed by third parties to the Fund to increase the Principal”

2. In the agreement, the Donor specifies that “only the net income … on the Fund (the “Earnings”) may be utilized to fund the Award and no Principal may be used by CALA.”

3. In the agreement, the Donor specifies that “if in each year …. sufficient earnings are not available, no Award shall be made for such year.”
Committee Achievement

- Web Committee:
  - Generated more than $17,000 for CALA
  - Migrated the content website without interruption
- Launch of online Membership Directory
- Great increase in advertisement service process. 112 requests were received, of which 100 were completed. Income: $17,138.
- Restored all the Board document pages as a whole;
- 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.
International

- Library Society of China
- BALIS Training
- IFLA
- Yunnan Project
- Shanghai PuDong Project
  - Presenters were very welcome and did an excellent job.
- Lian and Le are serving on IFLA Committees
EC and Board meeting

- EC Meeting was held on some regular basis but really on need base.
- Two weeks one discussion, one voting
What we have achieved?

Our financial goals
Our membership goals
Our membership engagement
Our relations with local, national and international organizations
Our goal of professional and leadership development
Our election and award selection
Our grant recipients
Our training presentations at local, national and international level
Our continuous contribution to local, national and international level
What I will do differently if I have another term?

➢ Wish I had more time: busy schedule and volunteer work:
➢ Be more proactive: getting familiar with CALA Website, handbooks, guidelines, bylaws/constitution
➢ Be focused on a few projects/objectives
➢ Closely monitor all committees and chapters’ work:
➢ Regularly attend chapter meetings, committee and EC meetings
➢ Carefully choosing committee Charis, monitor progress
➢ Mentoring and coaching
➢ Recommendation: officers attend PD and learn how to write effective communication messages- very important
Thank you!

For all the support for a great year of CALA