2017-2018 CALA Annual Committee Report
Web Committee
(05/23/2018)

Your Name: Minhao Jiang
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Committee Name: Web Committee
Committee Roster:

Minhao Jiang (Co-Chair and Webmaster) minhao.jiang@wayne.edu
Jingjing Wu (Co-Chair) jingjing.wu@ttu.edu
Weiling Liu (Advisor) w.liu@louisville.edu
Suzhen Chen suzhen@hawaii.edu
Tiewei Liu tiewei@csufresno.edu
Shang Huang shang.huang1@icloud.com

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):

- As of May 15, 2018, we have 154 requests. Among them, 132 were posted, and the total paid amount is $18949.00 (Tiewei, Suzhen)
- Performed monthly backups (Minhao)
- Performed at least ten system updates and upgrades (Minhao)
- Updated pages of Committees, Board of Directors, Policies, Publications, Bylaws & Constitutions, Handbook, and some web forms (Suzhen)
- Monitored posting on cala-list and maintaining the membership of the mailing list (Suzhen, Minhao)
- Worked with the vendor in troubleshooting listserv issues and replaced the old listserv with the new, cala-list@cala-web.org (Minhao, Weiling)

Goals and Objectives Accomplished:

- (2020 Strategic Plan, Goal.1.3)
  a. Researched multiple membership management software and identified WildApricot as the solution
  b. Membership Directory support
     i. Provided support to the needs when membership data are needed to be exported from the membership management system (Jingjing, Weiling)
• (2020 Strategic Plan, Goal.2.4)
  i. Provided support to elections for the NCA, MW, NE and GMA chapters.
  ii. Provided support to CALA Election (April 2018-May 2018) – (Weiling, Suzhen)

Goals and Objectives to Be Completed:

• (2020 Strategic Plan, Goal.5)
  i. Continue restoring the rest of pages (continue from FY16-17) (Weiling, Shang)
  ii. Review web contents for retention, revision, development, and weeding, editorial guides, SEO, site activities, etc. (Weiling, Shang)

Budget Requirements or Reimbursement Requests (if any):

We would like to request a budget of $3000.00. This amount will include the regular server hosting and domain registration as well as the new membership management. The new membership system may cost about $2000/year. Significant benefits of the new membership management system include auto-reminder for renewal, online directory, system generated invoice for ads request, etc. More details, please see evaluation summary which will be submitted separately.

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

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

Strived to carry on routine maintenance tasks promptly. As of May 15, 2018, 154 advertising requests were received, and 132 were posted. Researched various membership management software and successfully identified WildApricot as the solution. Provided support to the projects that needed membership data and to elections for chapters or surveys. Pages restoration and enhancement were in progress.