



# CALA - Chinese American Librarians Association 華人圖書館員協會

Home > 2014-2015 Mid-Year Report Form > Submissions

Submission #2589

[View](#) [Edit](#) [Delete](#)

[Resend e-mails](#)

[Previous submission](#) [Next submission](#)

## Submission information

Form: [2014-2015 Mid-Year Report Form](#)

Submitted by [min.tong@ucf.edu](mailto:min.tong@ucf.edu)

Friday, December 19, 2014 - 16:30

132.170.78.20

### Your Name:

Min Tong

### Email:

[min.tong@ucf.edu](mailto:min.tong@ucf.edu)

### Committee Name:

Handbook of Officers Committee

### Committee Roster:

<p>&bull; Jiaxun Benjamin Wu (Co-chair) [jiaxun@uchicago.edu](mailto:jiaxun@uchicago.edu) &bull; Min Tong (Co-chair) [min.tong@ucf.edu](mailto:min.tong@ucf.edu) &bull; Zao Liu [zliu@email.tamu.edu](mailto:zliu@email.tamu.edu)</p>

### Committee Charge:

<p>We did not receive any information about the committee charges this year, did we? Neither could I find any information on the CALA website.</p>

### Task Completed According to the Five Goals Outlined in the CALA 2015 Strategic Plan if Applicable and Please Be Specific:

<p>• Contacted the previous Handbook Committee Chairs and Members to compile a list of entries created or revised over the past 4 years • Reviewed the past annual reports submitted to identify the issues and gaps over the past years&rsquo; work</p>

### Work in Progress & Timeline:

<p>&bull; To organize the files for new CALA officers and committees created by the previous committees &bull; To check the current Handbook for missing updates from the revised versions completed by previous committees &bull; To generate a document summarizing the findings and submit to Board to review &bull; To make changes to Webmaster and Web Committee suggested in the Web Committee Annual Report (2012-13) &bull; To add the legal requirements for CALA as a non-profit organization and specify the office or committee which handle the annual state registrations. All five above items are planned to be completed by the end of May 2015</p>

### Goals and Objectives for the Second Half Year:

<p>Please see &quot;Work in Progress & Timeline&quot; above.</p>

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

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

<p>&bull; &ldquo;The name and status of a standing committee still has not reflected in CALA&rsquo;s C&amp; B, The committee requested twice to have the changed name reflect. The board has already approved this in 2011 to CALA Organizational Manual Committee.&rdquo; (A quote from 2012-13 Handbook Committee annual report, authored by Dora Ho) &bull; The online version of Handbook of Officers is dated June 2010. It does not include the work and updates of the Handbook of Officers Committee of recent years. We&rsquo;d like to extend thanks to the Board and previous committees for their support of our work.</p>

### Attachment1:

[Handbook-2014-report-attachments.pdf](#)

### Attachment2:

[handbook-2014-report-attachments.zip](#)

[Previous submission](#) [Next submission](#)

Copyright 2008-2015 CALA. All Rights Reserved.



Your comments and suggestions are important. Please use [Suggestion Box](#) to tell us how we can do better on CALA's business.

