

## 2015-2016 CALA Annual Committee Report Template

### **Instruction:**

1. Please use this template for your report and save final copy in PDF format
2. Name your to be submitted report and related files in the following way ( for long committee name, abbreviation can be used)
  - a. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name.pdf
  - b. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name\_attach1{.docx, .pdf, or .xlsx, etc.}
  - c. 2016\_rpt\_annual\_{com, tf, chapter, etc.}-name\_attach2{.docx, .pdf, or .xlsx, etc.}For example: 2016\_rpt\_annual\_com\_publications.pdf (Publications Committee's report)
3. When ready, submit your report at <http://cala-web.org/forms/com-report>

**Your Name:** Min Tong

**Email:** min.tong@ucf.edu

**Committee Name:** Local Arrangement Committee

### **Committee Roster:**

Min Tong (Co-Chair), University of Central Florida

Liangyu Fu (Co-Chair), University of Michigan

Sai Deng, University of Central Florida

Wenxian Zhang, Rollins College

Ying Zhang, University of Central Florida

### **Committee Charge:**

The Committee shall make recommendations to the CALA President and Executive Director of its decisions on the location and price of the CALA Banquet.

**Tasks completed (according to the goals outlined in the CALA 2020 Strategic Plan if applicable- be specific):**

**Goals and objectives accomplished for the whole year (and highlight those accomplished after mid-year report):**

1. Three goals and 14 action plans for 2015-16 were carved out;
2. Annual banquet location selection was discussed;
3. Annual banquet potential performers were discussed;
4. Worked with Public Relations/Fundraising Committee and President on raising funds for door prizes and transportation;
5. Identified the most suitable restaurant and negotiated menu and cost;
6. Contacted the coach services and arranged for transportation on banquet day;
7. Worked with Web Committee and Treasurer on registration;
8. Called for performers among CALA members

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

In addition to three CALA colleagues who already confirmed their performance, we are seeking for more local performers right now. As of May 25, we have sent out call-for-performers and call-for-volunteers message to CALA mailing list. Meanwhile, we are now fine tuning transportation arrangement with coach company.

**Budget requirements or reimbursement Requests (if any):**

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

**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 report.**

In Fall 2015, we set three goals for this year's local arrangement for CALA Award Banquet and carved out fourteen action plans to help achieve the goals. The members brainstormed ideas about identifying local restaurant and seeking potential banquet performers. Since January 2016, we have proactively reached out to many resources and venues. We set up a calendar for internal use in order to track our progress. One of our major achievements is that we made decision on the banquet venue in time despite sudden changes happened to one of the candidate restaurants with which we had already started negotiation. We then worked with another equally good restaurant and finalized a quality menu at a reasonable price. In addition, we have come up with a transportation plan for participants, confirmed with banquet emcee, identified a videographer, and distributed banquet registration and other related messages to CALA community. During the past few months, we have worked highly collaboratively with our colleagues from a number of committees, such as Public Relations Committee and Web Committee.