I. GENERAL ISSUES
1. Meetings Coordination. The committee recommended to the EC that a standing committee be initiated to oversee meeting logistics (The Annual Meeting Coordination Committee) and that an individual be identified to serve as BSA “meetings coordinator”. The meetings coordinator would oversee logistics of meetings and act as a liaison between participating societies and the meetings management company. This would allow the Annual Meeting Program Committee and the Program Director to focus their efforts directly on the meeting program.

2. Meetings Management. The committee recommended to the EC that, for the short term, BSA does not require additional paid staff to oversee meetings. The BSA can utilize services provided by Conferon and outsourced providers to manage its meetings.

Conferon provides many meetings-management services based on commission income from contracts negotiated with hotels and suppliers. Services from Conferon include: initial screening for site selection, facilitating contract negotiations with hotels and suppliers (AV, transportation, exhibitor decorators, etc.), pre-meeting planning, and on-site assistance. Hotel commissions also pay for services of an Account Planner to oversee meeting planning and on-site assistance.

3. Professional consultation. It was recommended to the EC that BSA continue using the services of an independent meeting consultant, and that his fee be increased to ensure continued and timely service. BSA has an agreement for contract and meeting consultation with Mr. Ed Suddath, executive director of the National Association of Catering Executives (NACE) based in Columbia, MD. Mr. Suddath provides an independent and experienced appraising of contracts and meetings-related items. He also provides input for our contractual dealings with Conferon.

II. BOTANY 2000 MEETING. Oregon Convention Center, Portland, OR; 6-10 August 2000.
1. Participating societies: ABLS, AFS, ASPT, BSA.
3. BSA local site representative: Clyde Calvin, Portland State University. Local support provided by other local botanists.
4. Program development: Plenary lecture speaker committee, BSA Annual Meeting Program Committee, BSA Annual Meeting Coordinating Committee, ABLS, AFS, and ASPT programs.
5. Meeting logistics: Contracts signed - Signed contracts in place with Oregon Convention Center (rental fee $13,300), host hotel (Doubletree/Lloyd Center), and overflow hotels (Best Western, Holiday Inn, and Comfort Inn).

<table>
<thead>
<tr>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/4</td>
<td>8/5</td>
<td>8/6</td>
<td>8/7</td>
<td>8/8</td>
<td>8/9</td>
<td>8/10</td>
</tr>
<tr>
<td>60</td>
<td>241</td>
<td>400</td>
<td>500</td>
<td>500</td>
<td>413</td>
<td>65</td>
</tr>
</tbody>
</table>

Total room nights blocked = 2179
Contracts needed - Registration, AV services, Exhibit decoration and exhibit coordination, Transportation, Airline discount provider, etc.

Services where bids have been received - Registration, Exhibit coordination

Items under development - Budget, Exhibitor prospectus, Botany 2000 logo, T-shirt production, promotional and registration materials

6. Fall planning visit: Thurs 30 Sep to Sat 2 Oct in Portland, OR: Local reps + program officers for participating societies + BSA meetings coordinator + account planner from Conferon.


1. Site selection: Site visits were conducted and bids received from Albuquerque and Reno. The committee recommended that the EC select Albuquerque as the 2001 meeting site, and that Reno, NV should be considered for future meetings as a potential site. There was more local support in Albuquerque and the convention center bid was very competitive.

2. Participating societies: ABLS, AFS, ASPT, BSA. Possible juxtaposition with IOPB meeting.

3. Title and Theme: Title and theme under development.

4. BSA local site representative: Tim Lowrey, University of New Mexico. Local support provided by other local botanists.

5. Meeting logistics:
Contracts signed - Signed contracts in place with host hotel (Hyatt), and overflow hotels (Doubletree, Ramada, Plaza Inn). Letter of agreement signed with Albuquerque Convention Center (rental fee $5,000).

<table>
<thead>
<tr>
<th>Total contracted room block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
</tr>
<tr>
<td>8/10</td>
</tr>
<tr>
<td>73</td>
</tr>
</tbody>
</table>

Total room nights blocked = 2323

Contracts needed during FY 2000 - Albuquerque convention center, registration, exhibit coordination.

Items under development - Budget, Exhibitor prospectus, logo for meeting, promotional materials.


1. Site selection: Site visits were conducted and bids were received from two venues in St. Paul, MN (St. Paul convention center, 'RiverCentre'; U of Minnesota-twin cities campus) and three venues in Madison, WI (Dane County Exposition Hall, Monona Terrace, UW-Madison campus). Although transportation to Madison is a minor concern, the brand new UW Pyle Center has state-of-the-art AV, has no rental fee, and is large enough to hold our meeting with few outside rooms necessary. Campus dorm and hotel space is extremely reasonable. Local support at UW-Madison was exceptional.

2. Participating societies: ABLS (under discussion), AFS, ASPT, BSA, CBA. Possible inclusion of PSA and International Association of Wood Anatomists.

3. Title and Theme: Title and theme under development.
4. **BSA local site representative:** Ray Evert, University of Wisconsin. Local support provided by many other local botanists.
   **Contracts signed** - Signed agreement in place with UW-Madison Pyle Center and convention services. 133 campus hotel rooms reserved; a large number of dorm rooms are available (150 reserved).
   **Contracts needed during FY 2000** - Overflow hotels near campus (at least three)
   **Items under development** - Budget, Exhibitor prospectus, logo, promotional materials, recruitment of PSA and International Association of Wood Anatomists (IAWA).

V. **BOTANY 2003 MEETING.** southeastern USA, particularly near Gulf or Atlantic Coasts under consideration.

   1. **Site selection:** Potential venues will be reviewed and visited by Meeting Coordination committee members during 1999-2000. A recommendation will be forwarded to the EC.

VI. **BOTANY 2004 MEETING.** venue open for discussion.

   1. **Site selection:** A revised proposal is due shortly from the RiverCentre in St. Paul, MN to hold the 2004 meeting. Local support and preliminary bid was very competitive. An excellent and reasonably-priced venue for our meeting.