

Conference Manager Search – Sept 2024 Update

The Process:

Worked with Johanne to develop a detailed job description, encompassing all the facets of planning Botany conferences including sourcing future meeting sites, vendor research and selection, on-site management, and final financial reconciliation and billing.

Advertised the position on the job boards of the American Society of Association Executives, the Professional Management and Convention Association, and word-of-mouth.

Results:

We received almost 50 applications from individual meeting planners, which were reviewed by BSA Executive Director Heather Cacanindin; Heather also engaged with three Association Management Companies (AMCs) to discuss their meeting planning business. The top 10 were reviewed by both the ED and the BSA Director of Publications. Heather conducted a first round of interviews/discussions with both individual meeting planners and the three Association Management Company representatives. The applicant pool was then narrowed down further to three individual meeting planners and two Association Management Companies (EventGarde and Burk Inc) for a second round of interviews and proposals conducted with our BSA Program Manager Melanie Link-Perez, Director of Publications Amy McPherson, and Executive Director Heather Cacanindin.

Status and Timeline:

Heather is working with two of the Association Management Companies so they can develop accurate proposals and pricing bids. Interviews with individual planners are completed and pricing/contract discussions have begun so we can determine best fit. Interviews with the meeting planners at one or both of the AMCs will take place once we have their final bids in hand. The expense for a new meeting planner will be less than the previous expense based on initial discussions.

We plan to have a new Conference Planner in place by late fall to attend the 2025 program committee site visit to Tucson (late October/November). Johanne Stogran will have some overlap with the new planner to aid in the transition and plans to retire by the end of the calendar year.