

Event Management Search Process 2022

Early in 2022 the Executive Director (ED) informed the Governing Board (GB) that she would not seek a second term which would have begun Fall 2023. The GB then began discussions as to whether a new ED should be hired or whether the GB should contract with a management company. After soliciting the input of the ED and much discussion, the GB decided to investigate the possibility of hiring a management company. A search of such was conducted by a subcommittee of the GB which identified the following criteria as vital: experience managing non-profit organizations; experience with academic organizations; ability to provide services such as conference planning and management as well as financial management; and diversity and inclusion. The committee identified ten companies that met the criteria stated above, and each committee member individually ranked them in order of their ability to meet the PCA's criteria. The three companies that received the highest rankings comprised a short list: Meeting Expectations, Bostrom, and The Rees Group. The committee conducted virtual interviews with all three companies while investigating each company's experience, as described above. Each of the three companies interviewed had positive and negative qualities, but the committee agreed that the GB could work well with each and asked for bids from each. As a result, the Committee recommended Meeting Expectations (ME) be hired as it was the best fit for PCA. Their bid was substantially below The Rees Group, but not so low as to be an underestimate of the services the GB expects to receive. Bostrom's was lower but not as fulsome a proposal. The GB voted to hire ME for a probationary period of one year, with the possibility of renewal. ME began working for PCA August 15, 2022. It should be noted that the costs associated with employing Meeting Expectations is lower than that associated with employing an ED and staff.

ME has been in business for over 35 years. It is a female-owned business committed to diversity and inclusion in its staff and its customers. They have many clients and are highly experienced with both for-profit and non-profit organizations. For example, Meeting Expectations provides conference support for the Children's Literature Association. A list of their clients can be found at: meetingexpectations.com/clients/. As this list shows, their clients can be found in a variety of categories.