



REPORT FOR ACTION

Business Travel IAVM - Venue Management School – First Year Members

Date: January 28, 2020

To: The Board of Governors of Exhibition Place

From: Don Boyle, Chief Executive Officer

Wards: All

SUMMARY

This report recommends the Board approve of travel expenses for Craig Shepherd, Facility Services Manager, and Justin Sweeney, IT/Telecommunications Manager, to attend the International Association of Venue Managers (IAVM), Venue Management School, First Year Member Program.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

The Board authorize travel expenses for Craig Shepherd, Facility Services Manager, and Justin Sweeney, IT/Telecommunications Manager, to attend the International Association of Venue Managers in Tampa Bay Florida from June 6 to June 12, 2020, at a cost not expected to exceed \$4,500.00 for each person for flights, accommodation, and incidental expenses. Total cost for both staff not to exceed \$9,000.

FINANCIAL IMPACT

Funding for participation in the IAVM School is contained in the 2020 Operating Budget.

DECISION HISTORY

The IAVM VMS is a one-week intensive instruction in each of two consecutive years, and is designed to enhance the professional education of managers of public assembly facilities.

COMMENTS

The IAVM VMS was founded in 1987 on the premise that professional management of public assembly venues requires professional education. It provides a one-week intensive instruction designed to enhance the professional education of managers of public assembly. This program has grown to be considered the benchmark in venue management education.

Attendees learn the core fundamentals of public assembly venue management from the best in the business who operate a public assembly facility. The school is designed for all levels of facility management and operational staff and offers instruction by top facility managers on a variety of topics including facility management practices/principles and current industry issues. Both seasoned managers and people new to the industry find the school to be exceptionally valuable.

The Board's current Travel Expenses Policy for Business/Conferences/ Seminars for its managers indicates it is not to exceed a maximum of \$3,500 per employee annually net of taxes but given the benefits above, the Board historically has sent 2 staff annually to the IAVM School. One in the first year and one in the second year.

CONTACT

Hardat Persaud, Chief Financial Officer & Corporate Secretary, 416-263-3031,
hpersaud@explace.on.ca

Steven N. Nushis, Director of Accounting Services, 416-263-3039,
snushis@explace.on.ca

SIGNATURE

Don Boyle
Chief Executive Officer