

REPORT FOR ACTION

Business Travel IAVM - Venue Management School – First Year Members

Date: June 2, 2021

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 (VMS), 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, June 2022 at a cost not expected to exceed \$4,500.00 for each person for registration, flights, accommodation, and incidental expenses.

FINANCIAL IMPACT

Funding of \$9,000 for participation in the IAVM School will be contained in the 2022 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 held over two consecutive years and is designed to enhance the professional education of managers of public assembly. This program has grown to be considered the benchmark in venue management education. Venue Management School are considered one of the best professional education programs available for venue managers.

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 policies, practices, and current industry issues. Both seasoned managers and people new to the industry find the school to be exceptionally valuable.

The VMS curriculum covers topics such as event management, life safety, marketing and advertising, crowd management, and the guest experience. The second year of VMS covers areas such as leadership and image, cost control, risk management and insurance, and strategic business planning.

The Boards current Business / Membership / Travel and Reimbursement Policy indicates for its employees that for business travel expenses exceeding \$3,500 net of taxes must be approved by the Board. The Board historically has sent two (2) staff annually to the IAVM School. One in the first year and one in the second year so that in each year we have a graduate.

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