

REPORT FOR ACTION

Business Travel for UFI Executive Committee Meetings and Board of Directors Meetings in 2024

Date: November 20, 2023
To: The Board of Governors of Exhibition Place
From: Don Boyle, Chief Executive Officer
Wards: Ward 10 - Spadina - Fort York

SUMMARY

This report recommends approving business travel expenses for Laura Purdy, General Manager, to attend in person UFI Executive Committee Meetings and UFI Board of Directors Meetings in 2024.

Union des Foires Internationales, (UFI) is the global association of the Exhibition Industry. In November of 2023, Laura was appointed as the inaugural Chair of the newly established North American Chapter of UFI. As Chapter Chair, Laura will represent the region on both the UFI Board of Directors and the Executive Committee, effective immediately.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board authorize business travel expenses for Laura Purdy, General Manager, to attend the UFI Executive Committee Meetings and UFI Board of Directors Meetings as listed below. The cost for each business travel event below is not expected to exceed \$7,000 plus HST, for registration, flight, accommodation, and incidental expenses.
 - a) Executive Committee Meeting in conjunction with the UFI Global CEO Summit from January 31st to February 2nd, 2024, in Amsterdam, Netherlands.
 - b) Executive Committee Meeting and Board of Directors Meeting in conjunction with the UFI European Conference from June 11th to 13th, 2024, in Zurich, Switzerland.
 - c) Executive Committee Meeting on September 5th, 2024, at UFI Headquarters in Paris, France.

d) UFI North American Chapter Conference from September 10th to 12th in Monterrey, Mexico.

e) Executive Committee Meeting and Board of Directors Meeting in conjunction with the 91st UFI Global Congress from November 20th to 23rd, 2024, in Cologne, Germany.

FINANCIAL IMPACT

Funding for participation at the UFI Executive Committee Meetings and UFI Board of Directors Meetings is contained in 2024 Operating Budget, 2025, and 2026 will be included in future year conventions and travel budget. Estimated cost for each travel event cannot be quantified at this time due to future timing of event and different City, however, based of past experience for attendance at UFI, the cost is not expected to exceed \$7,000 for each event.

DECISION HISTORY

The Board's current Business/Membership/Travel and Reimbursement Policy indicate for its employees that for business travel expenses exceeding \$3,500 net of taxes must be approved by the Board.

COMMENTS

UFI is the Global Association of the Exhibition Industry and brings together those who build, maintain, and support the world's market places, trade show organizers, venue owners and operators, service providers, and national as well as international associations of our industry.

Exhibition Place has been a member of UFI since 2000 and is one of the few North American venues accepted into this association. As a long-standing member, Exhibition Place has been involved in many UFI activities over the years, especially with a focus around sustainability which helps in promoting the Exhibition Place brand.

In November of 2023, Laura was appointed as the inaugural Chair of the newly established North American chapter of UFI and will work with peers from the USA and Mexico. As Chapter Chair, Laura will represent the region on both the UFI Board of Directors and the Executive Committee for the three-year term from 2023 to 2026. As a member of UFI's global volunteer leadership, Laura is required to attend the above noted meetings in person to provide support and development for the new Chapter and the association.

CONTACT

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Don Boyle, Chief Executive Officer, 416-263-3611, DBoyle@explace.on.ca

SIGNATURE

Don Boyle
Chief Executive Officer