

REPORT FOR ACTION

Business Travel for UFI Executive Committee Meetings and UFI Board of Directors Meetings in 2025

Date: November 28, 2024

To: The Board of Governors of Exhibition Place

From: Don Boyle, Chief Executive Officer

Wards: Ward 10 - Fort York - Spadina

SUMMARY

This report recommends approving business travel expenses for Laura Purdy, General Manager, to attend UFI Executive Committee Meetings, and UFI Board of Directors Meetings in 2025.

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 represents the region on both the UFI Board of Directors and the Executive Committee.

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 is not expected to exceed \$7,000 CDN plus HST, for registration, flight, accommodation, and incidental expenses, with the exception being the Executive Committee and Board Meeting in conjunction with the UFI Global Congress in November 2025 in Hong Kong, for which expenses will not exceed \$18,000 CDN.

- a) Executive Committee and Board Meeting in conjunction with Global Summit from February 5-7, 2025, in Milan, Italy
- b) Executive Committee and Board Meeting in conjunction with European Conference from June 4-6, 2025, in Thessaloniki, Greece
- c) Executive Committee Meeting on September 4, 2025, in Paris, France

d) Executive Committee and Board Meeting in conjunction with UFI Global Congress from November 19-22, 2025, in Hong Kong, Hong Kong

It is noted that there will not be a North American Conference scheduled in 2025.

FINANCIAL IMPACT

Funding for participation at the UFI Executive Committee Meetings and UFI Board of Directors Meetings is contained in the 2025 Operating Budget; funding for 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 hosting in different City, however, based on past experience for attendance at UFI, the cost is not expected to exceed \$7,000 CDN plus HST for each event except Hong Kong as noted.

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 and 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.

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 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