



Exhibition Place

December 13, 2016

To: The Board of Governors of Exhibition Place

ACTION REQUIRED

From: Dianne Young
Chief Executive Officer

Subject: **Business Travel IAVM - Venue Management School**

Summary:

This report recommends approval of travel expenses for John Koperwas, Manager I/T and Frank Martindale, Director Operations Services to attend the first year and the second year respectively of the International Association of Venue Managers (IAVM), Venue Management School.

Recommendation:

It is recommended that the Board authorize travel expenses for John Koperwas and Frank Martindale to attend the International Association of Venue Managers in Wheeling, West Virginia from June 3 to June 9, 2017, at a cost not expected to exceed \$7,700 for flights, accommodation and incidental expenses for both staff.

Financial Impact:

Funding for participation in the IAVM is contained in the 2017 Operating Budget for professional development.

Decision History:

The IAVM Venue Management School 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.

Issue Background:

The Board's travel policy states that travel expenses over \$3,500 per person must be approved in advance by the Board.

Comments:

The IAVM Venue Management School 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 that 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 all aspects of facility management practices/principles and current industry issues. Both seasoned managers and people new to the industry find the school to be exceptionally valuable.

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Submitted by:

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