

7

EXHIBITION PLACE

January 17, 2008

ACTION REQUIRED

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Staff Professional Development**

Summary:

This report seeks the Board's approval for one Exhibition Place staff within the CNEA Program to attend a professional development opportunity at a cost of approximately \$3,200.00. As part of the Board's ongoing commitment to staff development, senior and mid-level managers are encouraged to undertake professional development initiatives to upgrade necessary expertise. The program to be attended by Ms. Ludy, Operations Manager, is offered by the International Association of Assembly Managers and is an internationally-recognized-educational program directly aimed at facility and event managers and provides a certified designation at the conclusion of all parts of the program.

Recommendation:

It is recommended that approval be granted for the CNEA Program Manager, Virginia Ludy, to attend in February of 2008 a symposium put on by the International Association of Assembly Managers – Academy for Venue Safety and Security at a cost of approximately \$3,200.

Financial Impact:

Funds for this travel are budgeted in the CNEA Convention & Travel Account.

Decision History/Issue Background:

The Board's Travel and Business Expenditure Policy stipulates that any travel expense over \$2,500 per year per employee requires approval by the Board.

Comments:

Each year the International Association of Assembly Managers offers a program directly aimed at facility and event management. It is necessary to apply and be accepted into the program and in 2007 we encouraged Ms Virginia Ludy, Operations Manager to apply. Ms. Ludy was

accepted to attend the 2008 Emergency Planning Symposium in Dallas, Texas from February 9 – 16, 2008.

The program being offered includes courses on event production, labour relations, stage operations, crowd management, marketing and public relations. The total cost of the above, including registration, travel, and accommodation, is approximately \$3,200.00.

Contact:

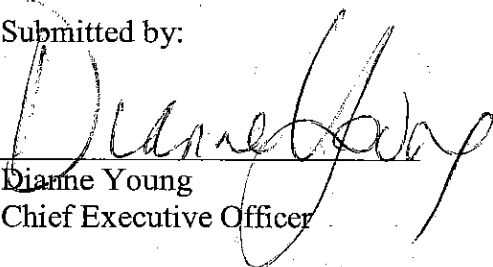
Sandy Douglas, Director of Human Resources & Security

Telephone: 416-263-3612

Fax: 416-263-3690

E-mail: sdouglas@Explace.on.ca

Submitted by:



Diarne Young
Chief Executive Officer