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EXHIBITION PLACE

February 07, 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 two Exhibition Place staff within the Event Sales Program to attend a professional development opportunity at a cost of approximately \$2,800.00, each. 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 Mr. Needler, Senior Co-Ordinator, and Mr. John Harlowe, Senior Facility Co-ordinator, 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 Senior Event Co-ordinator, James Needler, and the Senior Facility Co-ordinator, John Harlowe to attend in May - June of 2008 an educational assembly put on by the International Association of Assembly Managers – Public Assembly Facility Management School (PAFMS) at a cost of approximately \$2,800.00, each.

Financial Impact:

Funds for this travel are budgeted in the Sales and Event 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 Mr. James Needler, Senior Event Co-ordinator and Mr. John Harlowe,

THE BOARD OF GOVERNORS OF EXHIBITION PLACE



Senior Facility Co-ordinator to apply. Mr. Needler and Mr. Harlowe were accepted to attend the 2008 Public Assembly Facility Management School in Wheeling, West Virginia from May 31 – June 5, 2008. Mr. Harlowe successfully completed the first year of this two year program.

The program being offered includes courses on all aspects of professional facility management and is attended by facility managers from around the world. The total cost of the above, including registration, travel, and accommodation, is approximately \$2,800.00 each

Contact:

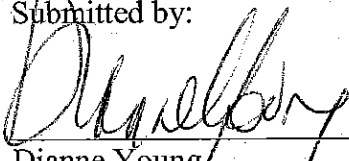
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Submitted by:



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