

REVISED 12



EXHIBITION PLACE

March 31, 2004

To: The Board of Governors of Exhibition Place

From: Dianne Young
General Manager & CEO

Subject: Staff Professional Development

Recommendation:

It is recommended that approval be granted for Dan O'Brien to attend the 2004 Public Assembly Facility Management School at a cost of approximately \$4,000.

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.

Discussion:

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.

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 2002 and 2003, we encouraged Mr. Dan O'Brien, Manager, Facilities & Event Services to apply. Mr. O'Brien was accepted to attend the 2003 Oglebay Public Assembly Facility Management Course in Wheeling, West Virginia from May 31 to June 6, 2003. The second and last part of the course is being held in 2004 from June 4, to June 12, 2004. Mr. O'Brien will receive a Certificate in Facility Management at the end of this program which is directly related to his job function.

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 \$4,000.00.

Conclusion:

This report seeks the Board's approval for one of its staff members to attend a professional development opportunity at a cost of about \$4,000.00.

Contact:

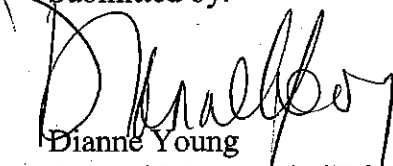
Sandy Douglas, Director of Human Resources

Telephone: 416-263-3612

Fax: 416-263-3690

E-mail: Sdouglas@explace.on.ca

Submitted by:



Dianne Young
General Manager & CEO