MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision: **Status:**	2/28/2015 CoP complete for FY 2014 (enclosed) External Corporate Report complete for 2014
Contact:	Nancy Zavada, Principal MeetGreen® 6220 NE Glisan Street Portland OR USA 97213 Email: nancy@meetgreen.com Website: www.meetgreen.com T: 503.252.5458 Twitter: @MeetGreen
Commitment statement:	As a member of the UN Global Compact since 2007, I am pleased to reaffirm that MeetGreen supports the Ten Principles of the United Nations Global Compact in respect to the areas of Human Rights, Labour, Environment, and Anti-Corruption. We are committed to making these Principles a part of our daily operations and to that end, have provided training to our staff in each of the Principles over the course of the past year to assure each individual understands them. Documentation of this training program and resources are available as an orientation tool for new staff who join MeetGreen in future. Since joining the Global Compact, we have been diligent in reporting on our progress in our Corporate Report which is publically shared. We have also engaged our stakeholders in discussions as issues arise in our work in the meetings industry. Sincerely, Nancy J. Zavada President MeetGreen
What we do:	MeetGreen aspires to create a sustainable future through the power of human connection. We provide conference management, training and event sustainability consulting services. Detailed information can be found on our website: www.meetgreen.com.

MeetGreen®
Connect. Sustain. Thrive.

MEETGREEN® Progress Against Sustainability Principles
Communication of Progress

Background: MeetGreen® records progress against key sustainability principles annually. We submit these to the UN Global Compact each year, within the first quarter of the year. An external Corporate Report is also published and included on our web site.

Revision: 2/3/2015

Status: CoP complete for FY 2014
External Corporate Report complete for 2014

◉ **Partially implemented or addressed**: The implementation scope for these items is limited in one of three ways: 1. They apply to only one business category (Conference Management or Sustainability Consulting), 2. They have not addressed the full extent of a principle to a degree that MeetGreen is content is complete, or 3. In terms of reporting, they are not fully publically disclosed.

● **Fully implemented or addressed**: Across all scopes of business, including Conference Management and Sustainability Consulting projects. MeetGreen is satisfied this principle is fully addressed to the scope that is applicable to the business.

| | Year of major change? | Reported? | ISO 20121 Principles | | | | UNGC Principles | | | | Important NEW Milestones in Current Year (2014) |
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
PLANS provide strategic direction for projects and procedures for processes											
ONGOING — **Sustainability Policy** created, including vision, objectives, targets and actions. Posted internally and externally.	2008 | 2010 | 2014	●	●	●	●	●	●	●	●	●	New vision statement. Posted on web site and included client contracts.
Back of House Café (company intranet) warehouse of employee and administrative information for staff (wiki-based). Includes "green" office practices, workplace health and safety, benefits and HR policies.	2009	◉	●	●	●	●	●	●	●	●	2014 policy updates included on wiki and in HR orientation and manuals.
Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 | 2013	◉	●	●	●	●	●	●	●	●	Updated emergency response plans for conference management. Revised onsite guide templates for sustainability projects. New tablets purchased to enable digital onsite guides.
Standard project planning and status report forms for managing client-specific work (wiki-based).	2009	◉	●	●	●	●	●	●	●	●	Minor improvements and house-keeping.
Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013		●	●	●	●	●	●	●	●	Minor improvements to reflect client feedback.
Ethics Policy created and included in HR processes. Aim is to inform staff of potential ethical issues impacting our work so they have confidence to appropriately and safely inform and address.	2014		●	●	●	●	●	●	●	●	Drafted and presented to staff. 2015 will be first year of implementation.
PENDING — **Sustainability Issues Registry** (2014)											
SUPPORT is provided through procurement systems, communications and training to enable effective execution											
ONGOING — **Procurement systems** for integrating sustainability into projects: RFP survey language, contract language, best practices checklists and FAQs. Internal toolkit provided to staff, which is also provided as a retail Resource Kit for external users.	2007 | 2014	◉	●	●	●	●	◉	●	●	◉	New sign/graphics tools added. Expanded language to address human trafficking and use of scents in hotels/venues. Improved tools for APEX-ASTM standards compliance. New "One Event Attendee" tool to estimate impacts of good green choices.
Orientation resources developed for new staff, including a standard sustainability introduction.	2007 | 2013		●	●	●	●	●	●	●	●	New ethics and sustainability policies integrated.
HR documents and processes include sustainability expectations and evaluations	2007		●	●	●	●	●	●	●	●	Professional Development Plan added to HR reviews.
Weekly staff meetings to discuss day-to-day news.	2007		●	●	●	●	●	●	●	●	Highlights of new intelligence shared: 1) Human health and event sustainability interconnections, 2) Wifi blocking, 3) Sharing economy impact on events.
Weekly project meetings to discuss project activities among project teams.	2007		●	●	●	●	◉	●	●	◉	No major changes, ongoing.
Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010		●	●	●	●	●	●	●	●	Discussion topics included: 1) Fair Trade vs "fairly traded", 2) best practices in measuring waste management programs, 3) social media management.
Quarterly project manager meetings for each of Conference Management and Sustainability teams.	2012		●	●	●	●	●	●	●	●	No major changes, ongoing.
Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	◉	●	●	●	●	●	●	●	●	Solutions processed in current cycle: 1) Professional Development Plan added to HR reviews.
Social media education through Facebook, LinkedIn, Twitter and website.	2007	●	●	●	●	●	●	●	●	●	Ongoing.
CURRENT — **Waste management primer** created to simply convey the importance of using a variety of indicators to measure waste management program outcomes.	2014			●	●	●			●		Drafted Fall 2014. Implementation 2015.
Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for food serviceware.	2014			●	●	●			●		Drafted Fall 2014. Implementation 2015.
Staff first aid training supported to ensure all onsite staff have valid CPR certificate.	2014			●	●		●	●			Intend to continue to offer.
COMPLETE — **PowerPoint training templates** on event sustainability topics (webinars, conference sessions).	2007	●	●	●	●	●	◉	●	●	◉	No major changes.
Simple Steps to Sustainable Events books: *Simple Steps to Green Meetings, Saving Green By Going Green*	2009 | 2011	●		●	●	●			●		
Special interest publications (white papers) on event sustainability topics: *Social Responsibility for Meetings* (2010) and *State of the Industry* White Papers (2011)	2007	●	●	●	●	●	●	●	●	●	

◉ **Partially implemented or addressed**: The implementation scope for these items is limited in one of three ways: 1. They apply to only one business category (Conference Management or Sustainability Consulting), 2. They have not addressed the full extent of a principle to a degree that MeetGreen is content is complete, or 3. In terms of reporting, they are not fully publically disclosed.

● **Fully implemented or addressed**: Across all scopes of business, including Conference Management and Sustainability Consulting projects. MeetGreen is satisfied this principle is fully addressed to the scope that is applicable to the business.

	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Year (2014)
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
ACTIONS engage stakeholders to implement plans to improve satisfaction and sustainability											
Stakeholder engagement embedded in project processes (wiki status reports).	2009 | 2013	◉	●	●	●	●	●	●	●	●	No major changes.
Social media monitoring to scan for and respond to emergent issues.	2011	●	●	●	●	●	●	●	●	●	Participation in #CSRshareDay of action related to sustainable events.
Client satisfaction form and processes in place.	2010	◉	●	●	●	●	◉	◉	●	◉	Sustainability policy added to contract documents. Donation incentive provided to encourage clients to complete and return evaluations.
Project testimonials are collected from a diversity of project stakeholders.	2009 | 2014	◉	●	●	●	●	◉	◉	●		Major new additions, including testament to work conducted for clients with a keen interest in human rights.
Attendee satisfaction forms and processes in place for projects as appropriate.	2007		◉	◉	◉	◉	◉	◉	◉		Attendee rating for some clients events modified to include feedback on social and environmental justice.
Onsite sustainability engagement through attendee orientations, information booths	2013		◉	◉	◉	◉	◉	◉	◉		
Company Day of Service is held January 20 each year as a day "off" with pay for employees to volunteer in their local communities.	2013		●	●	●	●	●	●	●	●	2014 projects included community garden, Oregon Food Bank donations and fundraising for literacy project in Addis Abbiba.
Corporate Report completed and shared publically on company web site.	2009 | 2014	●	●	●	●	●	●	●	●	●	Current version includes data from 2009-2014. Anticipate updating annually.
CHECK to measure progress and ensure accountability											
MeetGreen® Calculator to measure event sustainability. Use to assess client projects.	2007 | 2010	◉	●	●	●	●	◉	◉	●		New Dashboard to better monitor and manage project trends.
Best Places to MeetGreen® to measure destination event sustainability.	2009 | 2013	◉	●	●	●	●	◉	◉	●		
Sustainable Event Management System (SEMS) affiliate relationship to access online standards compliance tools (ISO 20121)	2013	●	●	●	●	●	●	●	●	●	
Event-specific resource use monitoring (waste, energy, water, carbon, cost).	2007 | 2012 | 2014	◉	●	●	●	●		◉	●		New KPIs for 2014 provided for per participant waste, landfill, carbon
HQ resource consumption monitored (waste, energy, water, gas, carbon).	2009 | 2014	●		●	●	●			●		New Dashboard to better monitor and manage project trends.
Staff work travel carbon footprint measured and offset 100%.	2008 | 2014	●		●	●	●			●		New Dashboard to better monitor and manage project trends.
MeetGreen® Onsite/Hybrid Event Carbon Calculator.	2012	◉	●	●	●	●			●		
Post-project reporting process and procedure to capture progress against targets.	2009 | 2012 | 2014	◉	●	●	●	●	●	●	●	●	New Dashboard to better monitor and manage project trends.
ADVOCATE to change internal and external practice based on lessons learned											
Green Meeting Industry Council Founders, Directors, Committee members.	2007	●	●	●	●	●	●	●	●	●	
Sustainable Event Alliance, Member, Accredited Professional.	2013	●	●	●	●	●	●	●	●	●	
Meeting Professionals International Members.	2007	●	●	●	●	●	●	●	●	●	
Mount Hood Community College Hospitality Advisory Board.	2010	●	●	●	●	●	●	●	●	●	
Meetings Focus Advisory Board.	2010	●	●	●	●	●	●	●	●	●	
British Columbia Institute of Technology guest lecturing.	2013		●	●	●	●	●	●	●	●	
APEX-ASTM Environmentally Sustainable Event Standard Review Panel, member	2013		●	●	●	●		●	●		
Global Reporting Initiative EOSS working group member.	2010	●	●	●	●	●	●	●	●		
ISO 20121 Sustainable Event Standard mirror committee members (US/Canada).	2010	●	●	●	●	●	●	●	●		
APEX-ASTM Environmentally Sustainable Event Standard Chair, members.	2008	●	●	●	●	●	●	●	●		
ANSI-ASQ National Accreditation Board Advisory Group.	2013	●	●	●	●	●	●	●	●		
Professional Convention Management Association Green Task Force.	2009	●	●	●	●	●	●	●	●		
Convention Industry Council 9th Edition CMP Manual revision contributors.	2013	●	●	●	●	●	●	●	●		
Special projects (i.e. Event Camp Vancouver, Get Your Green On project).	2011	●	●	●	●	●	●	●	●		

ONGOING Task is refined and updated on an ongoing bases. Notable improvements are included in the "New Milestones" column.
CURRENT Task is expected to be one-time or temporary, and is currently in process. Expected to be moved to "Complete" once finished.
PENDING Identified as a possible action item in future. Once action commences on this item it will become "Current" or "Ongoing".
COMPLETE Task is considered closed.

MeetGreen®
Connect. Sustain. Thrive.

MEETGREEN® Event Sustainability Measurement
Communication of Progress

CORE COMPANY INFORMATION

		2014	2013*	Baseline**
1	Number of FTE employees	12	12	11
2	Number of client projects	20	17	16
3	Total event participants	246,022	252,336	90,910
4	Maximum event participants	50,327	83,188	37,000
5	Minimum event participants	43	113	160
6	Total events managed/mentored	991	857	44
7	Total number of direct vendors	283	341	457
8	Total number of event destinations	91	90	17
9	Total exhibitors/sponsors	7,490	3,440	2,340
10	Fines/citations received	0	0	0
11	Incentives received (>$25 per staff)	0	0	0
12	Privacy complaints	0	0	0
13	Fairness complaints	0	0	0
14	Workplace health & safety incidents	0	0	0

MeetGreen® measures the scope of our business operations (table left), as well as our progress against three primary sustainability objectives (table below). Our core company information includes disclosure of any fines, incentive commissions or complaints received during the reporting period. Regarding our objectives, we evaluate progress in two ways: considering both the **significance of impacts** resulting from action, and the **degree of control** we have over outcomes. For example, our operational impact for discretionary air travel is our greatest impact that is able to be controlled. Conversely, the impacts of event suppliers can be significant, however our ability to influence supplier behavior is limited given it is typically our clients, and not MeetGreen® who are the buyers.

LOW		SIGNIFICANCE OF IMPACTS		HIGH

OBJECTIVE: REDUCE OPERATIONAL FOOTPRINT

HIGH

2014		2013*	Baseline**	2014		2013*	Baseline**
25767	kwh electricity	22069	16411	351,034	Total air miles (project and discretionary)	410,938	250,498
69	therms natural gas	113	595	46,350	Total discretionary (non-project) air (km)	131,393	71,632
20	CCF water used	18	58	304,684	Total project air (km)	279,545	178,866
70%	waste diversion from landfill	70%	53%	45	MT CO2e emissions (Scope 3)	52	42
10	MT CO2e emissions (Scope 1/2)	8	8	3.75	Emissions per FTE Employee (MT CO2e)	5	5
100%	Employees offered transit subsidy	100%	100%	100%	Percentage of carbon emissions offset Scope 1, 2 & 3	100%	100%
46%	Employees work from home	45%	25%				

OBJECTIVE: MEASURE LEGACY

CONTROL

2014		2013*	Baseline**	2014		2013*	Baseline**
14.9	Pro-bono consulting hours per FTE	24	29	570	Audience reached by education sessions/webinars	938	2,045
				3,017	Audience reached by most active social media (Twitter)	2,871	435

OBJECTIVE: ADVANCE SUSTAINABILITY FOR EVENT PROJECTS

LOW

✓ MeetGreen provides sustainable event purchasing tools, including RFP surveys and contract language, to 100% of our clients. These tools touch on carbon offsetting, communications and marketing and onsite office practices that reduce impacts. We support client work to communicate sustainability efforts to their stakeholders, including "fun facts" onsite and post-event sustainability reports.

2014		2013*	Baseline**
57	Average MeetGreen Calculator score	53	54
14	Event vendor types covered with responsible purchasing language	13	5
$515,839	Value of sustainable event recommendations to clients	$585,789	$105,000

✓ MeetGreen provides sustainability purchasing tools to all clients and employs these where applicable to our scopes of work. This includes supply chain research, contract and measurement tools. Tools that support destination, venue and accommodation selection, food and beverage, transportation and exhibits are deemed most significant.

---

* Data may be adjusted to reflect updates received following the CoP reporting deadline in the previous year. This is not uncommon as receipt and verification of event data may be delayed.
** Operational baseline. Varies per indicator. Typically 2007-2010.
All measurements are for a single fiscal year, January 1 - December 30.

MeetGreen®
Connect. Sustain. Thrive.