MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision:	2/13/2018
Status:	CoP complete for FY 2017 (enclosed)
	External Corporate Report complete for 2017

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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, Labor, Environment, and Anti-Corruption. We are committed to making these Principles a part of our daily operations and to that end, have provided training and resources to our staff in many 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. In addition, our quarterly Project Team Meetings address issues concerning the Principles as they relate to our work in the field.

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® Progress Against Sustainability Principles

Communication of Progress

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	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Years (2017)
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
PLANS provide strategic direction for projects and procedures for processes											
Sustainability Policy created, including vision, objectives, targets and actions. Posted internally and externally.	2008 | 2010 | 2014	●	●	●	●	●	●	●	●	●	None. Ongoing action against policy.
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 | 2017	◉	●	●	●	●	●	●	●	●	In 2017 migrated to entire Wiki to new host platform which lead a major site overhaul.
Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 | 2013	◉	●	●	●	●	●	●	●	●	Minor and ongoing updates to ensure current and relevant information is included. [Major review scheduled for 2018]
Standard project planning and status report forms for managing client-specific work (wiki-based).	2009 | 2017	◉	●	●	●	●	●	●	●	●	Reviewed against current practices and ongoing updates to project plan formats.
Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013	◉	●	●	●	●	●	●	●	●	No changes were made in 2017.
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 | 2017	◉	●	●	●	●	●	●	●	●	Discussions included in all quarterly meetings with employees.
Emergency Response Plan	2016	◉	●	●	●	●	●	●	●	●	Major overhaul and reorganization to plan and accompanying forms to include clear roles, scenarios involving bomb threats and terrorist attacks, and information for projects where MG is not the key meeting planner.
Project-level Profitability Reports, used to guide resource allocation and corporate decisions.	2016	◉	●	●	●	●	●	●	●	●	Creation of system to report monthly profitability to all project managers.
Risk Management Planning template (2017)	2017	◉	●	●	●	●	●	●	●	●	In 2017 a Risk Management Planning Template was made widely available via website, social media, and traditional media.
SUPPORT is provided through procurement systems, communications and training to enable effective execution											
Procurement systems and Event Sustainability Resource Kit 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 | 2015	◉	●	●	●	●	●	●	●	◉	No changes in 2017. Continued release of free sample templates.
Orientation resources developed for new staff, including a standard sustainability introduction.	2007 | 2013	●	●	●	●	●	●	●	●	●	Updates to training documents including addition of new hire checklist, employee orientation template.
HR documents and processes include sustainability expectations and evaluations	2007 | 2016	●	●	●	●	●	●	●	●	●	No major changes in 2017 after round of comprehensive edits in 2016.
Weekly staff meetings to discuss day-to-day news.	2007	●	●	●	●	●	●	●	●	●	Highlights of new intelligence shared: 1) Potential implications of new US President on the meetings industry 2) New and emerging event technology 3) Shipping conference materials abroad.
Weekly project meetings to discuss project activities among project teams.	2007	●	●	●	●	●	●	●	●	●	No major changes to conference management. Sustainability weekly project meetings have new standard notes format and structure.
Monthly project meetings for Sustainability team to discuss project activities between team and management.	2016	●	●	●	●	●	●	●	●	●	Added to account for structural changes of team and to ensure healthy, regular communication about project-level information to management.
Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010	●	●	●	●	●	●	●	●	●	Discussion topics include: 1) CPR 2) Emergency plan
Quarterly Department Meetings w/ Operations Director (for Sustainability & Conference Management)	2016	◉	●	●	●	●	●	●	●	●	Replaced quarterly Director and PM meetings, Operations Director now sets agenda and leads meeting.
Social media education through Facebook, LinkedIn, Twitter and website.	2007 | 2015	●	●	●	●	●	●	●	●	●	Ongoing. Increased participation in 2017, including using Instagram as an outreach tool.
Quarterly project manager meetings for each of Conference Management and Sustainability teams.	2012	●	●	●	●	●	●	●	●	●	No major changes.
Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	◉	●	●	●	●	●	●	●	●	Changed to be Quarterly Department meetings.
Carbon footprint calculator released in partnership with Terrapass to help event professionals estimate their carbon footprint for free.	2015	●		●	●	●			●		No major changes.
Meet Better book launched including easy-to-understand infographics and checklists for sustainable events.	2015	●	●	●	●	●	●	●	●	●	No major changes.

	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				New Milestones
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	

COMPLETE

Task	Year	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Notes
Water footprint of food primer created to convey the water use of different food choices for events.	2015	●	●	●	●				●		No major changes.
Waste management primer created to simply convey the importance of using a variety of indicators to measure waste management program outcomes.	2014	●	●	●	●				●		No major changes.
Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for food serviceware, name badges and signage.	2012 | 2013 | 2014	◉	●	●	●		◉	◉	●		No major changes.
Staff first aid training supported to ensure all onsite staff have valid CPR certificate.	2014/ 2016			●	●		●	●			All staff CPR and first aid training was received in Fall of 2016.
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		●	●	●				●		No major changes.
Special interest publications (white papers) on event sustainability topics: *Social Responsibility for Meetings* (2010) and *State of the Industry* White Papers (2011)	2007		●	●	●	●			●		No major changes.

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ACT — ACTIONS engage stakeholders to implement plans to improve satisfaction and sustainability

Task	Year	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Notes
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/ 2016	●	●	●	●	●	●	●	●	●	Consistently monitoring industry trends and changes. Expanded social media followers significantly. Marketing department attended SEA and Wordcamp trainings.
Project testimonials are collected from a diversity of project stakeholders.	2009 | 2014	◉	●	●	●	●	●	●	●	●	No major changes.
Attendee satisfaction forms and processes in place for projects as appropriate.	2007	◉	◉	◉	◉	◉	◉	◉	◉	◉	No major changes.
Onsite sustainability engagement through attendee orientations, information booths	2013	◉	◉	◉	◉	◉	◉	◉	◉	◉	No major changes.
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 | 2017	●	●	●			●	●			In 2017 organization held quarterly volunteer service projects benefitting the Oregon Food Bank and Meals On Wheels.
Water Restoration Certificates purchased to account for 100% of HQ office water use.	2015	●		●	●				●		Completed.
Corporate Report completed and shared publicly on company web site.	2009 | 2014	●	●	●	●	●	●	●	●	●	Current version includes data from 2005-2016. Is updated annually in Q1.
Clean the World project sponsorship at IMEX America provides hygiene kits to those in need.	2014	●	●	●			●		●		Discontinued in 2016.
Client satisfaction form and processes in place.	2010	◉	●	●	●	●	●	●	●	●	Projects in process.

CHECK to measure progress and ensure accountability

Task	Year	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Notes
MeetGreen® Calculator to measure event sustainability. Use to assess client projects.	2007 | 2010 | 2017	◉	●	●	●		◉	◉	●		In 2017 MeetGreen Calculator 2.0 was launched with both standard and advanced versions.
Best Places to MeetGreen® to measure destination event sustainability.	2009 | 2013	◉	●	●	●		◉	◉	●		Closed in 2017.
Sustainable Event Management System (SEMS) affiliate relationship to access online standards compliance tools (ISO 20121).	2013	●	●	●	●				●		No major changes.
Event-specific resource use monitoring (waste, energy, water, carbon, cost).	2007 | 2012 | 2014	◉	●	●	●			◉	●		No major changes.
HQ resource consumption monitored (waste, energy, water, gas, carbon).	2009 | 2014	●	●	●	●				●		No major changes.
Staff work travel carbon footprint measured and offset 100%.	2008 | 2014	●	●	●	●				●		No major changes.
MeetGreen® Onsite/Hybrid Event Carbon Calculator. Supplemented by new basic free calculator on company website, posted in partnership with Terrapass.	2012 | 2015	◉	●	●	●				●		No major changes.
ISO 20121: 20121 compliant company third-party audited since 2009.	2009 | 2012	●	●	●	●		●	●	●	●	Compliant.
Post-project reporting process and procedure to capture progress against targets.	2009 | 2012 | 2014	◉	●	●	●		●	●	●		No major changes.
Sustainability At Work Gold Certification for company policies, systems and HQ office practices	2016	●	●	●	●		●	●	●	●	
Published Green Event Checklist Infographic	2017	◉	●	●	●		●	●	●	●	Infographic was produced and made available on MeetGreen website, social media, and traditional media.

ADVOCATE to change internal and external practice based on lessons learned

Task	Year	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Notes
Events Industry Council Sustainability Committee, Member	2017	●	●	●	●	●	●	●	●		
US Green Building Council, Member, Accredited Professional.	2017	●	●	●	●	●	●	●	●		
Sustainable Event Alliance, Member, Accredited Professional.	2013	●	●	●	●	●	●	●	●		
Meeting Professionals International Members.	2007	●	●	●	●	●	●	●	●		
British Columbia Institute of Technology guest lecturing and instruction.	2013	●	●	●	●	●	●	●	●		
Meetings Focus Advisory Board and blogger.	2010	●	●	●	●	●	●	●	●		
Low-Carbon Events Pledge Committee Member.	2015	●	●	●	●	●	●	●	●		
Professional Convention Management Association Green Task Force.	2016	●	●	●	●	●	●	●	●		
Sustainable Purchasing Leadership Council, Member	2016	●	●	●	●	●	●	●	●	●	
International Society of Sustainability Professionals, Member	2016	●	●	●	●	●	●	●	●		
CSR Professionals, Member	2016	●	●	●	●	●	●	●	●	●	
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, Review Panel members	2008	●	●	●	●	●	●	●	●		
#CSRShareDay Community leader/moderator	2015	●	●	●	●	●	●	●	●	●	
ANSI-ASQ National Accreditation Board Advisory Group.	2013	●	●	●	●	●	●	●	●		
Green Meeting Industry Council Founders, Directors, Committee members.	2017	●	●	●	●	●	●	●	●		
Mount Hood Community College Hospitality Advisory Board.	2010	●	●	●	●	●	●	●	●		
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®

MEETGREEN® Event Sustainability Measurement
Communication of Progress

CORE COMPANY INFORMATION

		2017	2016	Baseline**
1	Number of FTE employees	12	11	11
2	Number of client projects	20	21	16
3	Total event participants	83,109	122,178	90,910
4	Maximum event participants	39,285	41,419	37,000
5	Minimum event participants	100	156	160
6	Total events managed/mentored	622	645	44
7	Total number of direct vendors	154	200	457
8	Total number of event destinations	67	72	17
9	Total exhibitors/sponsors	3,675	3,382	2,340
10	Fines/citations received	0	0	0
11	Incentives received (>$25 per staff)	1	2	0
12	Privacy complaints	0	0	0
13	Fairness complaints	0	0	0
14	Workplace health & safety incidents	1	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]

2017		2016	Baseline**	2017		2016	Baseline**
5,195	kwh electricity	8,951	16,411	153,046	Total air miles (project and discretionary)	272,492	250,498
423	therms natural gas	380	595	4,286	Total discretionary (non-project) air (km)	22,611	71,632
22	CCF water used	28	58	148,760	Total project air (km)	249,880	178,866
63%	waste diversion from landfill	63%	53%	41	MT CO2e emissions (Scope 3)	42	42
4.4	MT CO2e emissions (Scope 1/2)	5.4	8	4	Emissions per FTE Employee (MT CO2e)	4	5
100%	Employees offered transit subsidy	100%	100%	100%	Percentage of carbon emissions offset Scope 1, 2 & 3	100%	100%
100%	Employees work from home	91%	25%				

OBJECTIVE: MEASURE LEGACY

[CONTROL]

2017		2016	Baseline**	2017		2016	Baseline**
38	Volunteer/pro-bono hours per FTE	7	29	712	Audience reached by education sessions/webinars	340	9629 (total)
				233,600	Audience reached by most active social media (Twitter)	196,242	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.

2017		2016	Baseline**
54	Average MeetGreen Calculator score	58	54
15	Event vendor types covered with responsible purchasing language	15	5
$ 127,479	Value of sustainable event recommendations to clients	$ 23,246	$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 31.

MeetGreen®
Connect. Sustain. Thrive.