## **MEETGREEN® About Us and Our Commitment**

Communication of Progress

Revision: 2/5/19

Status: CoP complete for FY 2018 (enclosed)

External Corporate Report complete for 2018

Contact: Nancy Zavada, President

MeetGreen®

PO Box 18010, Portland OR USA 97218 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, 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**

PLANS provide strategic direction for projects and procedures for processes

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.

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			ISO	20121	L Princip	les		UNGC P	rinciple	s	
<ul> <li>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 publicly disclosed.</li> <li>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.</li> </ul>	Year of major change?	Reported?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	Important NEW Milestones in Current Years (2018)
e strategic direction for projects and procedures for processes	2008   2010	1			1			1			None. Ongoing action against
Sustainability Policy created, including vision, objectives, targets and actions. Posted internally and externally.	2014	•	•	•	•	•	•	•	•	•	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   2018	•	•	•	•	•	•	•	•	•	Minor and ongoing updates to ensure current and relevant information is included. Major review completed in 2018
Standard project planning and status report forms for managing client-specific work (wiki-based). Revised minimum sustainability guid	2009   2018	•	•	•	•	•	•	•	•	•	Reviewed against current practices and ongoing updates to project plan formats.
<b>Event Sustainability Workbook</b> 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   2018	•	•	•	•	•	•	•	•	•	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. Update in 2018 migrated ERP from a plan to a tiered service offering.
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.
rovided 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.

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	SDPR documents, processes and proceedures	2018		•	•	•	•	•	•	•	•	Imlemented in 2018 in response to new GDPR policies.
	<b>Weekly staff meetings</b> to discuss day-to-day news.	2007		•	•	•	•	•	•	•	•	Highlights of new intelligence shared: 1) Potential implications of GDPR 2) New and emerging event technology 3) Sustainable Event Reports and industry trends shared weekly.
ONGOING	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.
	<b>Monthly project meetings</b> for Sustainability team to discuss project activities between team and management.	2018		•	•	•	•	•	•	•	•	Combined Conference Management and Sustainability team meetings 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.
	iocial media education through Facebook, LinkedIn, Twitter and website.	2007   2015	•	•	•	•	•	•	•	•	•	Ongoing. Increased participation in 2018, with TweetChats to increase sustainable event education.
	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.
	Weet Better book launched including easy-to-understand infographics and checklists for sustainable events.	2015	•	•	•	•	•	•	•	•	•	No major changes.
	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.
SON CO	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.
	<b>PowerPoint training templates</b> on event sustainability topics (webinars, conference sessions).	2007	•	•	•	•	•	•	•	•	•	No major changes.
	imple 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.

				ISO	20121	Princip	oles		UNGC P	rinciple	s	
ACTIONS	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 publicly 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?	Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
ACTIONS E	ngage 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/ 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.
5	Attendee satisfaction forms and processes in place for projects as appropriate.	2007	•	0	0	0	0	•	0	0	0	No major changes.
₹	Onsite sustainability engagement through attendee orientations, information booths  Company Service Days are held quarterly each year for employees to volunteer in their local communities with pay	2013   2017	•	•	•	•	•	•	•	•	•	No major changes. In 2018 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 I	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.  Sustainable Event Management System (SEMS) affiliate relationship to access online standards compliance tools (ISO 20121).	2009   2013 2013	•	•	•	•	•	•	•	•	•	Closed in 2017. No major changes.
	Event-specific resource use monitoring (waste, energy, water, carbon, cost).  HQ resource consumption monitored (waste, energy, water, gas, carbon).	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.
СНЕСК	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.
丟	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.  Infographics were produced and
	Published Single-Use Plastic, Green Menu Planning, and 2018 Infographics.	2018	•	•	•	•	•	•	•	•	•	made available on MeetGreen website, social media, and traditional media. Content is shared across
ADVOCATE	Tweet-Chat monthly MeetGreen social media hosted virtual gathering.	2018		•	•	•	•	•	•	•	•	MeetGreen Twitter platform.
ADVOCATE	to change internal and external practice based on lessons learned	2017									•	
	Events Industry Council Sustainability Committee, Member	2017	•	•	•	•	•	•	•	•	•	
	US Green Building Council, Member, Accredited Professional.	2017	•		•			•			•	
	Sustainable Event Alliance, Member, Accredited Professional.  Meeting Professional International Members.	2013	•	•	•	•		•	•	•	•	
	Meeting Professionals International Members.  Meetings Focus Advisory Board and blogger.	2007	•		•	•		•	•	•	•	
	Low-Carbon Events Pledge Committee Member.	2010	•	-	•	•		<u> </u>	<u> </u>		_	
	Sustainable Purchasing Leadership Council, Member	2015	•	•	•	•		•	•	•	•	
	Januaria - aranding seducionip council, member	2010	_									

	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	•	•	•	•	•	•	•	•	•	
Ë	ANSI-ASQ National Accreditation Board Advisory Group.	2013	•	•	•	•	•	•	•	•	•	
AP.	Green Meeting Industry Council Founders, Directors, Committee members.	2017	•	•	•	•	•	•	•	•	•	
Š	Mount Hood Community College Hospitality Advisory Board.	2010	•	•	•	•	•	•	•	•	•	
	British Columbia Institute of Technology guest lecturing and instruction.	2013	•	•	•	•	•	•	•	•	•	
	Professional Convention Management Association Green Task Force.	2016	•	•	•	•	•	•	•	•	•	
	Convention Industry Council 9th Edition CMP Manual revision contributors.	2013	•	•	•	•	•	•	•	•	•	
	Special projects (i.e. Event Camp Vancouver, Get Your Green On project).	2011	•	•	•	•	•	•	•	•	•	

ONGOING

CURRENT
PENDING
COMPLETE

Task is expected to be one-time or temporary, and is currently in process. Expected to be moved to "Complete" once finished. Identified as a possible action item in future. Once action commences on this item it will become "Current" or "Ongoing".

Task is considered closed.



### **MEETGREEN®** Event Sustainability Measurement

Communication of Progress

#### CORE COMPANY INFORMATION

		2018	2017	Baseline**
1	Number of FTE employees	12	12	11
2	Number of client projects	19	20	16
3	Total event participants	113,342	83,109	90,910
4	Maximum event participants	40,033	39,285	37,000
5	Minimum event participants	339	100	160
6	Total events managed/mentored	619	622	44
7	Total number of direct vendors	155	154	457
8	Total number of event destinations	69	67	17
9	Total exhibitors/sponsors	2,778	3,675	2,340
10	Fines/citations received	0	0	0
11	Incentives received (>\$25 per staff)	1	1	0
12	Privacy complaints	0	0	0
13	Fairness complaints	0	0	0
14	Workplace health & safety incidents	0	1	0

MeetGreen® measures the scope of our business operations (table left), as well as weetcreen measures the scope or our ousness operations (table lett), 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.

	SIGNIFICANCE OF IMPAC	TS	HIGH	
	OBJECTIVE: REDUCE O	PERATIONAL FOOTPRINT		
2018	2017 Baseline**	2018	2017	Baseline**
4,484 kwh electricity	<b>5,195</b> 16,411	285,840 Total air miles (project and discretionary)	164,113	250,49
388 therms natural gas	423 595	20,123 Total discretionary (non-project) air (km)	15,353	71,63
24 CCF water used	22 58	265,717 Total project air (km)	148,760	178,86
54% waste diversion from landfill	<b>63%</b> 53%	42 MT CO2e emissions (Scope 3)	41	4
3.9 MT CO2e emissions (Scope 1/2)	4.4 8	4 Emissions per FTE Employee (MT CO2e)	4	
100% Employees offered transit subsidy	100% 100%	100% Percentage of carbon emissions offset Scope 1, 2	& 3 100%	100
100% Employees work from home	100% 25%			
	OBJECTIVE: N	EASURE LEGACY		
2018	2017 Baseline**	2018	2017	Baseline**
12 Volunteer/pro-bono hours per FTE	13 29	1,918 Audience reached by education sessions/webina	rs 712	9629 (tota
		257,900 Audience reached by most active social media (To	witter) 233,600	43
	OBJECTIVE: ADVANCE SUSTA	NABILITY FOR EVENT PROJECTS		
		2018	2017	Baseline**
		63 Average MeetGreen Calculator score	54	
		Event vendor types covered with responsible pur	chasing	
<b>√</b>		language	15	
MeetGreen provides sustainable event purchasing t		\$ 132,979 Value of sustainable event recommendations to	lients \$127,479	\$105,00
contract language, to 100% of our clients. These too	•			
communications and marketing and onsite office pr		✓		
support client work to communicate sustainability e		MeetGreen provides sustainability purchasing to	ols to all clients and emr	love those wher
including "fun facts" onsite and post-event sustainal	ollity reports.	applicable to our scopes of work. This includes su		•
		measurement tools. Tools that support destination		
		food and beverage, transportation and exhibits a		



