

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](#)

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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

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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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● **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?	ISO 20121 Principles				UNGC Principles				Important NEW Milestones in Current Years (2018)	
					Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption		
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● 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.														
PLANS provide strategic direction for projects and procedures for processes														
PLANS	ONGOING	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 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 guide	2009 2018	⊙	●	●	●	●	●	●	●	●	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 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.	
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.

[illegible]

ADVOCATE	COMPLETE	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	●	●	●	●	●	●	●	●	●	●	●	
		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	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® Event Sustainability Measurement

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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 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	
HIGH	OBJECTIVE: REDUCE OPERATIONAL FOOTPRINT						
	2018	2017 Baseline**		2018		2017	Baseline**
	4,484 kwh electricity	5,195	16,411	285,840	Total air miles (project and discretionary)	164,113	250,498
	388 therms natural gas	423	595	20,123	Total discretionary (non-project) air (km)	15,353	71,632
	24 CCF water used	22	58	265,717	Total project air (km)	148,760	178,866
	54% waste diversion from landfill	63%	53%	42	MT CO2e emissions (Scope 3)	41	42
	3.9 MT CO2e emissions (Scope 1/2)	4.4	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	100%	25%				
	OBJECTIVE: MEASURE LEGACY						
2018	2017 Baseline**		2018		2017	Baseline**	
12 Volunteer/pro-bono hours per FTE	13	29	1,918	Audience reached by education sessions/webinars	712	9629 (total)	
			257,900	Audience reached by most active social media (Twitter)	233,600	435	
OBJECTIVE: ADVANCE SUSTAINABILITY FOR EVENT PROJECTS							
✓			2018			2017	Baseline**
			63	Average MeetGreen Calculator score	54	54	
			15	Event vendor types covered with responsible purchasing language	15	5	
			\$ 132,979	Value of sustainable event recommendations to clients	\$ 127,479	\$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.			
LOW							

* 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.

