

MEETGREEN® About Us and Our Commitment

Communication of Progress

Revision: 2/2/17
Status: CoP complete for FY 2016 (enclosed)
[External Corporate Report complete for 2016](#)

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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, 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 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 in

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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.

PLANS provide strategic direction for projects and procedures for processes		Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles				
				Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption	
PLANS	ONGOING	Sustainability Policy created, including vision, objectives, targets and actions. Posted internally and externally.	2008 2010 2014	●	●	●	●	●	●	●	●	●
		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	⊙	●	●	●	●	●	●	●	●
		Operations Manual for all procedures related to client projects, including sustainability (wiki-based).	2009 2013	⊙	●	●	●	●	●	●	●	●
		Standard project planning and status report forms for managing client-specific work (wiki-based).	2009	⊙	●	●	●	●	●	●	●	●
		Event Sustainability Workbook to assist external groups with developing their own event sustainability policy, objectives, procedures and practices.	2013	⊙	●	●	●	●	●	●	●	●
		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	⊙	●	●	●	●	●	●	●	●
		Emergency Response Plan (2016)	2016	⊙	●	●	●	●	●	●	●	●
PLANS	PENDING	Project-level Profitability Reports, used to guide resource allocation and corporate decisions.	2016	⊙	●	●	●	●	●	●	●	
		Risk Management Planning template (2017)										
SUPPORT is provided through procurement systems, communications and training to enable effective execution												
SUPPORT	ONGOING	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	⊙	●	●	●	●	●	●	●	⊙
		Orientation resources developed for new staff, including a standard sustainability introduction.	2007 2013		●	●	●	●	●	●	●	●
		HR documents and processes include sustainability expectations and evaluations	2007		●	●	●	●	●	●	●	●
		Weekly staff meetings to discuss day-to-day news.	2007		●	●	●	●	●	●	●	●
		Weekly project meetings to discuss project activities among project teams.	2007		●	●	●	●	●	●	●	●
		Monthly project meetings for Sustainability team to discuss project activities between team and management.	2016		●	●	●	●	●	●	●	●
		Standing cross-team training times for special topics (i.e. first aid, UNGC principles training).	2010		●	●	●	●	●	●	●	●
		Quarterly Department Meetings w/ Operations Director (for Sustainability & Conference Management)	2016	⊙	●	●	●	●	●	●	●	●
		Social media education through Facebook, LinkedIn, Twitter and website.	2007 2015		●	●	●	●	●	●	●	●
		Quarterly project manager meetings for each of Conference Management and Sustainability teams.	2012		●	●	●	●	●	●	●	●
		Quarterly Director meetings to inventory issues and progress across projects to pursue integrated solutions.	2010	⊙	●	●	●	●	●	●	●	●
		Carbon footprint calculator released in partnership with Terrapass to help event professionals estimate their carbon footprint for free.	2015		●	●	●	●	●	●	●	●
		Meet Better book launched including easy-to-understand infographics and checklists for sustainable events.	2015		●	●	●	●	●	●	●	●
		Water footprint of food primer created to convey the water use of different food choices for events.	2015		●	●	●	●	●	●	●	●
SUPPORT	COMPLETE	Waste management primer created to simply convey the importance of using a variety of indicators to measure waste management program outcomes.	2014		●	●	●	●	●	●	●	
		Materials spec sheets developed to summarize research and guidance on making better purchasing decisions for food serviceware, name badges and signage.	2012 2013 2014	⊙	●	●	●	●	⊙	⊙	●	
		Staff first aid training supported to ensure all onsite staff have valid CPR certificate.	2014/ 2016		●	●	●	●	●	●	●	

PowerPoint training templates on event sustainability topics (webinars, conference sessions).	2007	⊙	●	●	●	●	●	●	●	●	●	●	●
Simple Steps to Sustainable Events books: <i>Simple Steps to Green Meetings, Saving Green By Going Green</i>	2009 2011	●	●	●	●	●	●	●	●	●	●	●	●
Special interest publications (white papers) on event sustainability topics: <i>Social Responsibility for Meetings</i> (2010) and <i>State of the Industry White Papers</i> (2011)	2007	●	●	●	●	●	●	●	●	●	●	●	●

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ACTIONS	Year of major change?	Reported?	ISO 20121 Principles				UNGC Principles						
			Inclusivity	Integrity	Stewardship	Transparency	Human Rights	Labor	Environment	Anti-Corruption			
ACT	engage stakeholders to implement plans to improve satisfaction and sustainability												
ONGOING	Stakeholder engagement embedded in project processes (wiki status reports).	2009 2013	⊙	●	●	●	●	●	●	●	●	●	●
	Social media monitoring to scan for and respond to emergent issues.	2011/ 2016	●	●	●	●	●	●	●	●	●	●	●
	Project testimonials are collected from a diversity of project stakeholders.	2009 2014	⊙	●	●	●	●	●	●	●	●	●	●
	Attendee satisfaction forms and processes in place for projects as appropriate.	2007	⊙	●	●	●	●	●	●	●	●	●	●
	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	●	●	●	●	●	●	●	●	●	●	●
	Water Restoration Certificates purchased to account for 100% of HQ office water use.	2015	●	●	●	●	●	●	●	●	●	●	●
	Corporate Report completed and shared publicly on company web site.	2009 2014	●	●	●	●	●	●	●	●	●	●	●
	Clean the World project sponsorship at IMEX America provides hygiene kits to those in need.	2014	●	●	●	●	●	●	●	●	●	●	●
	Client satisfaction form and processes in place.	2010	⊙	●	●	●	●	●	●	●	●	●	●
CHECK	to measure progress and ensure accountability												
ONGOING	MeetGreen® Calculator to measure event sustainability. Use to assess client projects.	2007 2010	⊙	●	●	●	●	●	●	●	●	●	●
	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	⊙	●	●	●	●	●	●	●	●	●	●
	HQ resource consumption monitored (waste, energy, water, gas, carbon).	2009 2014	●	●	●	●	●	●	●	●	●	●	●
	Staff work travel carbon footprint measured and offset 100%.	2008 2014	●	●	●	●	●	●	●	●	●	●	●
	MeetGreen® Onsite/Hybrid Event Carbon Calculator. Supplemented by new basic free calculator on company website, posted in partnership with Terrapass.	2012 2015	⊙	●	●	●	●	●	●	●	●	●	●
	ISO 20121: 20121 compliant company third-party audited since 2009.	2009 2012	●	●	●	●	●	●	●	●	●	●	●
	Post-project reporting process and procedure to capture progress against targets.	2009 2012 2014	⊙	●	●	●	●	●	●	●	●	●	●
	Sustainability At Work Gold Certification for company policies, systems and HQ office practices	2016	●	●	●	●	●	●	●	●	●	●	●
CURRENT	MeetGreen® Calculator update (2016).	2016	⊙	●	●	●	●	●	●	●	●	●	
ADVOCATE	to change internal and external practice based on lessons learned												
ONGOING	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	●	●	●	●	●	●	●	●	●	●	●
	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	●	●	●	●	●	●	●	●	●	●	●	
COMPLETE	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	●	●	●	●	●	●	●	●	●	●	●
	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

Communication of Progress

CORE COMPANY INFORMATION

	2016	2015	Baseline**
1	Number of FTE employees	11	11
2	Number of client projects	21	20
3	Total event participants	122,178	246,022
4	Maximum event participants	41,419	44,485
5	Minimum event participants	156	75
6	Total events managed/mentored	645	991
7	Total number of direct vendors	200	283
8	Total number of event destinations	72	91
9	Total exhibitors/sponsors	3,382	7,502
10	Fines/citations received	0	0
11	Incentives received (>\$25 per staff)	2	1
12	Privacy complaints	0	0
13	Fairness complaints	0	0
14	Workplace health & safety incidents	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	2016	2015	Baseline**
	8,951 kwh electricity	25,767	16,411
	380 therms natural gas	69	595
	28 CCF water used	20	58
	63% waste diversion from landfill	60%	53%
	5.4 MT CO2e emissions (Scope 1/2)	0	8
	100% Employees offered transit subsidy	100%	100%
91% Employees work from home	67%	25%	
		2016	2015
		272,492	258,001
		22,611	1
		249,880	258,000
		42	10
		4	45
		100%	100%
		250,498	71,632
		178,866	42
		5	100%
		435	100%
		OBJECTIVE: MEASURE LEGACY	
CONTROL	2016	2015	Baseline**
	7 Volunteer/pro-bono hours per FTE	55	29
		340	1,134
		196,242	3,899
		9629 (total)	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.	2016	2015
		58	58
		15	14
		\$ 23,246	\$ 515,839
		54	5
		\$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.

