

### Preamble:

To guide the Organization on Managing Members attending conferences.

### Policy Statement:

Conferences are an important training and development opportunity for Organizational members. The Organization views the attendance of conferences as an investment of knowledge and as such should cover some of the costs associated with attendance. Managing Members attending conferences are expected to attend a majority of workshops and act in a professional and respectful manner.

### Procedures:

1. The Finance Committee will make the decision during the operating budget planning period as to whether or not the Organization will be able to cover conference costs for the upcoming fiscal year.
2. Pride Winnipeg will pay 50% of the costs associated with a conference. The following cost items are eligible for 50% coverage:
  - a. Travel
    - i. If traveling by plane or rail the ticket from Winnipeg to conference destination and back (not for travel within the conference destination or other traveling not associated with getting to the conference).
    - ii. Rail tickets must only be purchased if more economical than plane.
    - iii. Tickets must be obtained and the most economical price without exceeding more than two layovers and a total layover time of more than 2.5 hours.
    - iv. If travel by personal vehicle Pride will pay a set rate per kilometer per vehicle used (this is subject to only 50% coverage).
    - v. Baggage fees for 1 piece of luggage.
  - b. Accommodations
    - i. The least amount of rooms must be booked.
    - ii. There can only be a max of two people per room.
    - iii. The most economical rate must be obtained if not booking with the conference hotel.
  - c. Conference Fee
    - i. Registration should be done as early as possible to obtain the most economical rate.
3. Pride Winnipeg will only cover the eligible costs mentioned in Section 1 of this policy. The following will not be covered by Pride (please note this list is not exhaustive and only includes common costs associated with conferences):
  - a. Meals and beverages,

- b. Social events and entertainment,
  - c. Travel within the destination (i.e. taxi, parking, etc.),
  - d. Souvenirs and donations,
  - e. Travel insurance,
  - f. Property damages and/or fees
4. To be eligible to attend a conference on behalf of Pride Winnipeg the following must be met:
    - a. Be a member of the Board of Directors,
    - b. Not be under a suspension order,
    - c. Prove the conference has education value that will benefit Pride Winnipeg,
  5. Pride Winnipeg will cover the cost for up to four Board Members per conference.
    - a. For the Fierté Canada Pride and Interpride Conferences the following will apply:
      - i. Spot one will be dedicated to the President.
      - ii. Spot two will be dedicated to a Vice-President.
      - iii. Spot three and four will be dedicated to Directors.
      - iv. If there are more applications to attend a conference than there are available spots, a random draw will be done.
      - v. Preference will be given to individuals who have not attended a conference before or recently.
  6. When there are two or more conference attendees a conference team leader will be selected by the group of conference attendees.
    - a. If the group cannot agree on a team leader the President will appoint one.
  7. Conference attendees must attend at least 80% of all workshops, seminars, forums and any other education and information related activities.
    - a. Conference team leader will be required to take attendance to the best of their abilities.
  8. Conference attendees are subject to all Pride Winnipeg Festival policies and procedures while attending the conference.
  9. When a Board Member has identified a conference that they would be interested in attending they must submit a Conference Attendance Application to the Finance Committee at least 90 days before the conference date.
    - a. Subject to budget the Finance Committee will approve or reject the application.
      - i. If rejected the Finance Committee must provide a reason for the rejection.
    - b. Upon approving the application the Vice-President of Finance will book the travel and accommodations for the conference attendees and register them for the conference.
    - c. Once all travel, accommodation and conference costs have been calculated invoices for 50% of those costs need to be sent to the conference attendees.

- d. Conference attendees must pay their share of the costs as listed in their invoices before attending the conference.
  - e. If a conference attendee is unable to pay their conference invoice before the conference due to financial hardship they are to speak to the Vice-President of Finance about creating a payment plan.
  - f. The full amount in an individual’s conference invoice must be fully paid within one month after the last day of the conference. Approval to carry an owing balance past this point must be granted by the Finance Committee.
  - g. Failure to pay within a month after the last day of the conference will result in being ineligible for future conference attendance. The Vice-President, Finance may waive this on a case-by-case basis.
  - h. If a conference attendee is unable to attend the conference after Pride has paid the costs associated with the conference they are to reimburse Pride for any amounts of money that cannot be recovered.
  - i. The Finance Committee may waive this procedure on a case-by-case basis.
10. Upon completion of the conference the conference attendees are to prepare a report and presentation for the Board of Directors covering their experience at the conference, what they learned and how they can apply their new knowledge to the organization.
- a. The report and presentation must be made at the first Board of Directors meeting after the conference or another date selected by the Board of Directors.
11. To ensure Pride reaps the benefits of investing in a conference, individuals who attend must remain within the organization for the entire fiscal year in which the conference is held. Failure to do so will result in the individual paying the full amount of the portion Pride Winnipeg paid for the conference.
- a. The Board of Directors may waive this requirement on a case-by-case basis.

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