

AGENDA

HOUSTON FIRST CORPORATION

BOARD OF DIRECTORS MEETING
August 31, 2020 – 3:00 P.M.
Live Video and Audio Conference Meeting
Join the Meeting [Here](#)
Passcode: 699845

BOARD MEMBERS:

David Mincberg (Chair), Desrye Morgan (Vice-Chair), Sofia Adrogué, Elizabeth Brock, Nicki Keenan, Reginald Martin, Ryan Martin, Alex Brennan-Martin, Paul Puente, Bobby Singh, Tom Segesta, Gerald Womack, Jay Zeidman, Council Member Dave Martin, Ex-officio, Council Member David Robinson, Ex-officio

In accordance with the modified Texas Open Meetings Act provisions announced by Texas Governor Greg Abbott on March 16, 2020, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting online at <https://www.houstonfirst.com>.

Any questions regarding this Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713.853.8965 or Lisa.Hargrove@houstonfirst.com

Code of Business Conduct and Ethics – *As a reminder, under Houston First Corporation's Code of Business Conduct and Ethics Policy, if you have a potential conflict of interest that you have not previously disclosed relating to a transaction or arrangement being discussed or voted on, you should notify the Chair and refrain from voting on the transaction or arrangement and recuse yourself from the discussion on the matter at hand. You should have received a copy of the Policy, but if not, let us know and we will provide one for you.*

- I. Call to Order**
- II. Public Comments**
- III. Presentations, Reports, and Updates**
 - A. Report by Houston First Chairman
 - B. Facilities Report – Hurricane Laura
- IV. Adjourn**



Houstonfirst™

Houston First Corporation Board of Directors Meeting

Live Video & Audio Conference Meeting

Monday, August 31, 2020

3:00 p.m.

Houstonfirst™

Public Comments

*HFC Board of Directors Meeting
August 31, 2020*

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Houston First Corporation Chairman's Report

David M. Minberg, Board Chair

*HFC Board of Directors Meeting
August 31, 2020*

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Facilities Report

Michael D. Heckman, Acting President & CEO

Luther Villagomez, Chief Operating Officer

*HFC Board of Directors Meeting
August 31, 2020*

FACILITY READINESS TIMELINE

August 17 – 27, 2020

Continuous monitoring of
impending weather events

Unprecedented two storms in the
Gulf of Mexico – Marco and Laura



FACILITY READINESS TIMELINE

FRIDAY, AUGUST 21

- **Essential Personnel list reviewed**
- **Warehouse supplies assessed**

MONDAY, AUGUST 24

- **GRB walkthrough with OEM and American Red Cross**
- **Contacted HFC tenants and service providers**
- **Pre-Storm Meeting with Avenida Restaurants**
- **Calls with HGO, Houston Symphony, and SPA**
- **HFC Executive Team check-in meetings**
- **Daily Update with Tier I**
- **Update meeting with Nickea Bradley, OEM**
- **GRB facility layout finalized**

WEDNESDAY, AUGUST 26

- **Tier I staff printed & installed signage**
- **Finalized facilities readiness**

SUNDAY, AUGUST 23

- **Tier I Essential Personnel activated (HFC & Partners)**
- **Team update meeting via Teams**

TUESDAY, AUGUST 25

- **Wings Over Water stabilized**
- **COVID-19 digital signage and Welcome Center signage ready**
- **Daily meetings with OEM**
- **City of Houston Emergency Preparedness Meeting**

THURSDAY, AUGUST 27

- **Working with Mayor's Office to coordinate logistics to distribute aid to residents to the East impacted by Hurricane Laura – Mon 8/31/20**

HFC FACILITY READINESS

INTER-AGENCY COORDINATION

- ✓ City of Houston
 - Office of Emergency Management (OEM)
 - Mayor's Office for People with Disabilities
 - Mayor's Office of Public Safety & Homeland Security
 - Mayor's Office of Special Events
- ✓ American Red Cross
- ✓ BARC Animal Shelter
- ✓ CenterPoint
- ✓ Houston Airport System
- ✓ Houston Health Department
- ✓ Houston Fire Department
- ✓ Houston Police Department
- ✓ Houston Public Works
- ✓ METRO
- ✓ Texas Department of Transportation (TxDOT)
- ✓ Texas Division of Emergency Management



Arrive Healthy. Leave Healthy.

Temperature Scan Procedures

Please remove all headwear, glasses, and masks for the temperature scan. Thank you.

Llegue Sano. Salga Sano.

Procedimientos de Escaneo de Temperatura

Favor de quitarse los sombreros, lentes de sol, y las mascarillas para el escaneo de temperatura. Gracias.

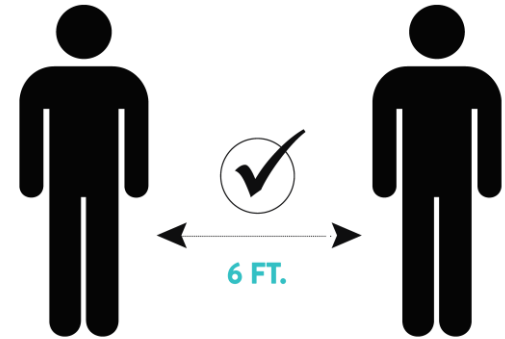
HFC FACILITY READINESS

HFC STAFF

- Convention Services
- Operations

HFC PARTNERS

- ✓ Andy Frain Services
- ✓ Cotton
- ✓ Levy
- ✓ Midwest Maintenance
- ✓ Smart City
- ✓ Staging Solutions
- ✓ TDIndustries
- ✓ Winpark



**Please practice
social distancing**

**Favor de practicar el
distanciamiento social**

HFC FACILITY READINESS

JONES HALL

✓ Houston Symphony on site until noon on Wednesday, August 26

✓ Placed on standby for Thursday, August 27

GRB CONVENTION CENTER

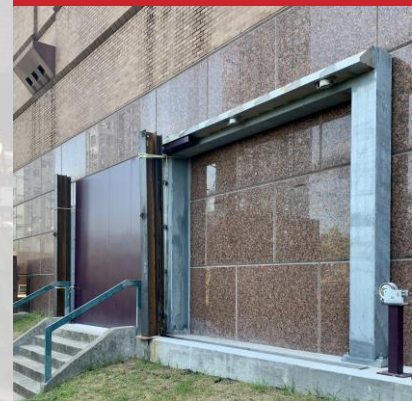
✓ Sandbags deployed for Rusk Street and situated inside Hall E for Polk Street

✓ Wind Protection Tarps installed on 3rd level

THEATER DISTRICT PARKING

✓ Hobby Tunnel closed

✓ All other closures will be coordinated with City and based upon bayou water levels



HFC FACILITY READINESS

AVENIDA DISTRICT PARKING

✓ Readied in case of closures
– Avenida Central Garage

✓ City of Houston vehicles
arranged to use Tundra
Garage

WORTHAM THEATER CENTER

✓ Muscle wall set 48 hours
prior to landfall

✓ 8/27/20 removed Prairie
Lobby and Smith Street
side

✓ Loading Dock secure 24
hours prior to landfall

✓ Flood doors remained
closed

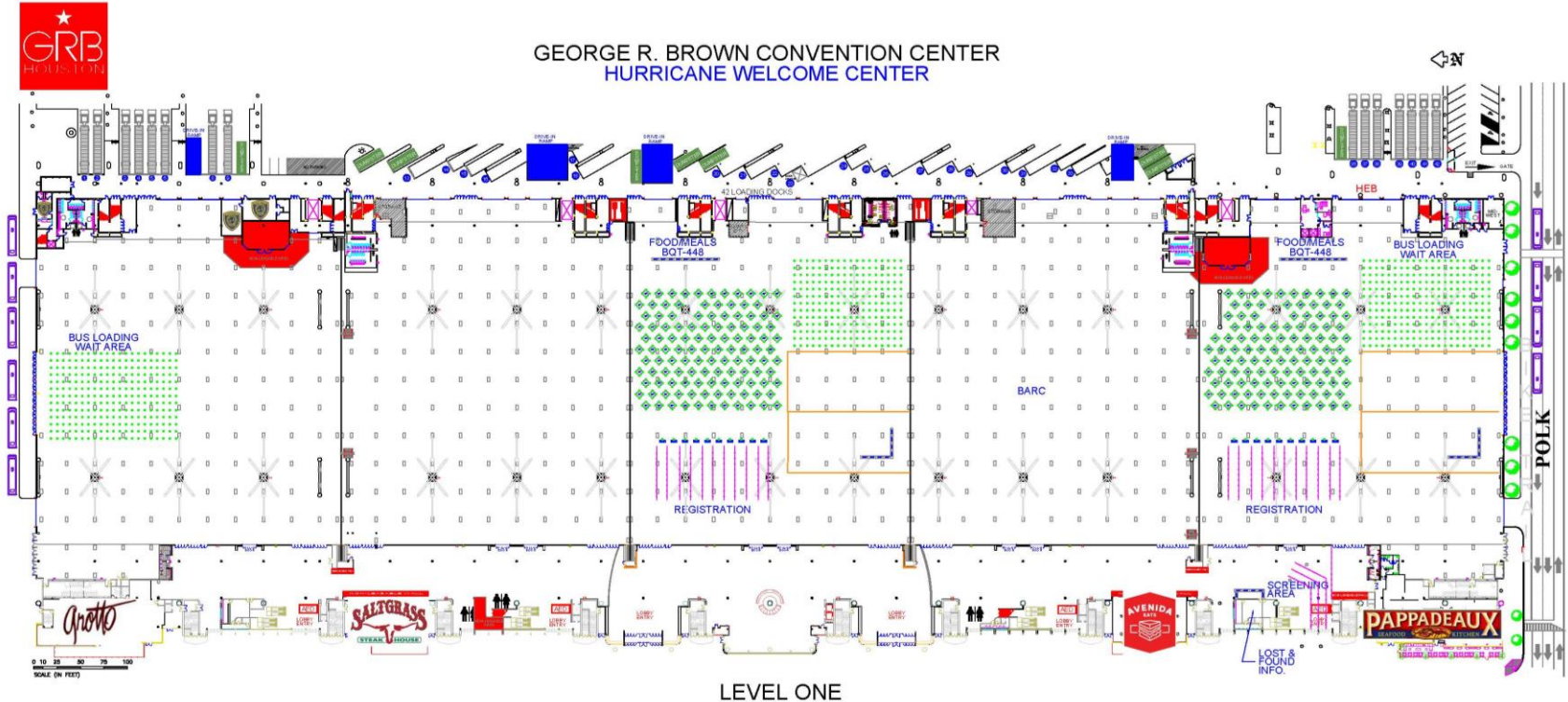
PARTNERSHIP TOWER

✓ Sandbags deployed

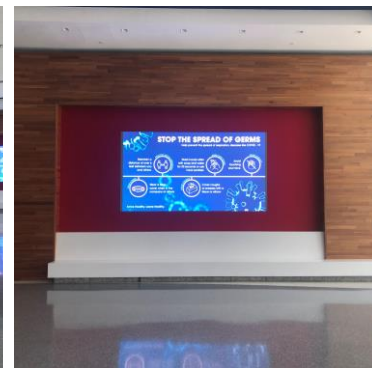
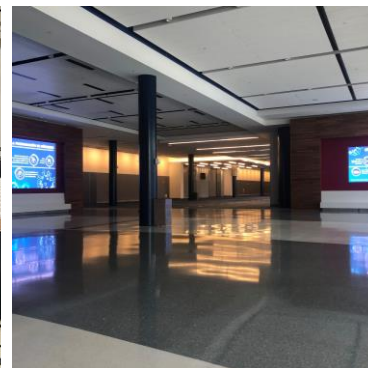
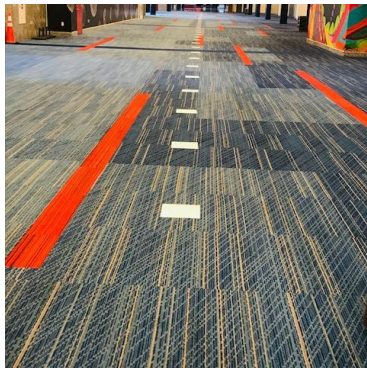
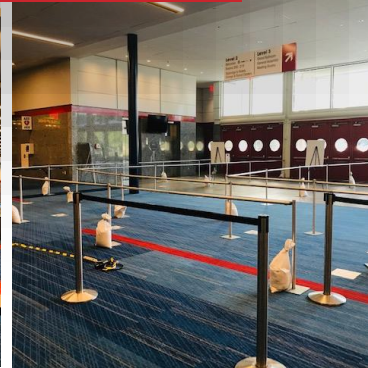
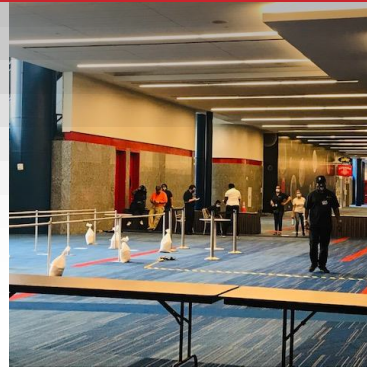
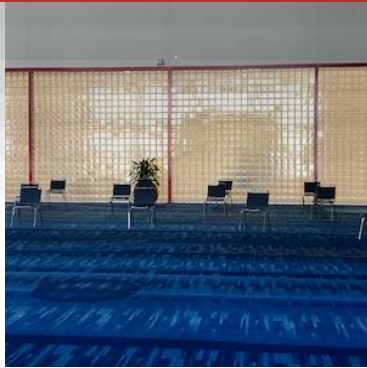
TALENTO BILINGUE DE HOUSTON

✓ Sandbags deployed

GRB WELCOME CENTER



GRB WELCOME CENTER



Command Center ♦ Entry/Exit Protocols ♦ Queueing ♦ Signage ♦ Social Distancing
George R. Brown Convention Center

GRB WELCOME CENTER

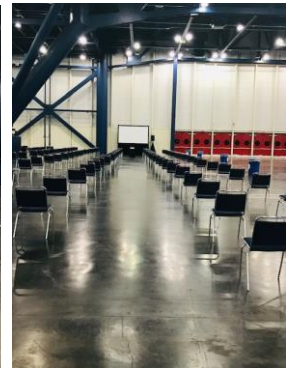
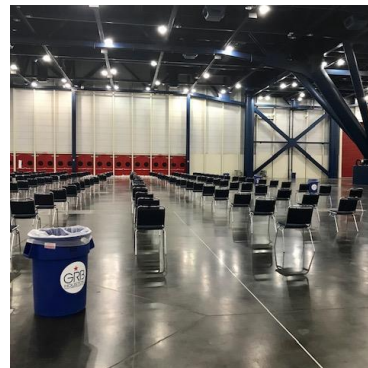
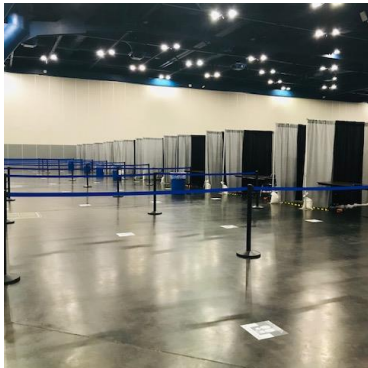
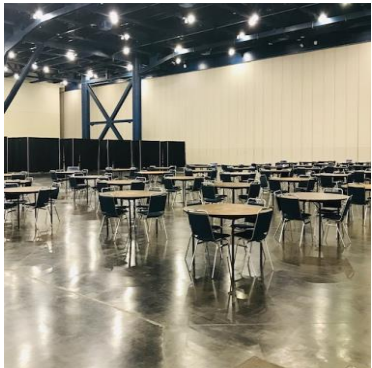
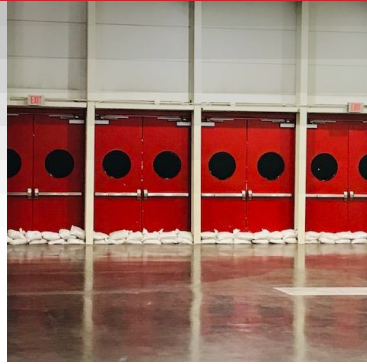
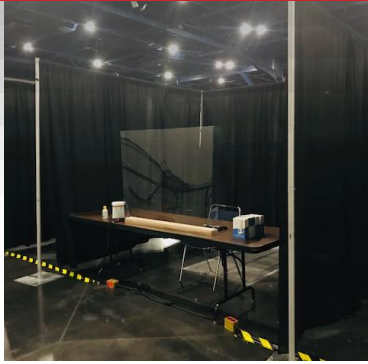
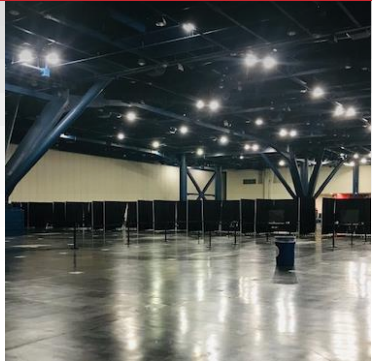


Exhibit Halls set for COVID-19 positive & negative ♦ BARC ♦ Bus Waiting Area ♦ Meals ♦
Registration

George R. Brown Convention Center

SPECIAL THANKS TO TIER I ESSENTIAL PERSONNEL

Houston First Corporation

John Flores
Martha Garza
John Gonzalez
Tony Guerrero
Shawn Hauptmann
Todd Holloman
Adam Logan
Christophe Malsang
Kenneth Mann
Anita Mendieta
Alpha Parker
Clifford Presswood
Dolores Ramirez
Aaron Reeves
Deyanira Rodriguez
John Sandoval
John Smetak
Tim Smith
Jaime Solis
Analisa Terrell
Kerry Warner
Christine West
Brenda Wharry
Marc Wilson

Andy Frain Services

Howard Hastings
James Robertson
Darrin Whatley

Levy

Chris Bupp
Jennifer Gomez
Syed Kahn
Elizabeth Lessner
Felicia Smith
Dominic Soucie
Dominic Tierno
Brad Whiting

Midwest Maintenance

Evonne Alvarez
Gloria Biegay
Michael Kelley

Smart City

Reynaldo Crespo
Jesse Gallegos
Albert Janak
Chris Pendleton
Chris Wharry

Staging Solutions

Brian Hellstrom

TDIndustries

Stephen
Benavides
John Bonner
Henry Gilbert, II
Carmelo Moreno
Tom Rourke
Frank Saldana
Brad Sari
TJ Shiflet

Winpark

Barry Kohlus

THANK YOU

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