

HOUSTON FIRST CORPORATION
MINUTES OF CONVENTION CENTER COMMITTEE

October 31, 2012

The Convention Center Committee of Houston First Corporation (the "Corporation"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to TEX.TRANSP.CODE ANN. §431.101 et seq. And TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the 3rd Floor Executive Conference Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Wednesday, October 31, 2012, commencing at 10:30 A.M. Written notice of the meeting including the date, hour, place and agenda for the meeting, was posted in accordance with the Texas Open Meetings Act. The following members participated in the meeting: Ric Campo, Katy Caldwell and Dawn Ullrich.

Chairperson Campo called the meeting to order at approximately 10:40 A.M. and a quorum was established.

1. Approval of Minutes. After a motion duly seconded, the prior minutes of April 23, 2012, May 29, 2012 and September 10, 2012 were approved.
2. Consideration of, and possible action on, the GHCVB'S proposed CY13 budget and business plan. Greg Ortale gave a presentation which included a summary of the GHCVB'S proposed 2013 business plan. Karen Williams presented the group with the CY13 budget. John Solis, George Franz and Holly Clapham presented the various marketing strategies for the GHCVB. After a motion duly seconded, the Committee agreed to recommend the proposed GHCVB'S CY13 budget to the Board of Directors for approval and to accept the 2013 business plan and recommend same to the Board of Directors for acceptance.
3. General Manager's Report. Luther Villagomez gave a brief update on the capital projects underway at the GRB noting that the Building Automation System is on track to be completed by April 2013, the booking software is underway, and the overhead door replacement will take place by year end on Rusk St. due to the Metro Rail. He also advised that project is being funded by Metro.
4. Sales Report-Hilton Americas. Janice O'Neill-Cox updated the Committee on the 2014 bookings, also including the current status of 2013.

5. Sales Report-GRBCC. Terry Beutler gave a brief presentation on GRB sales as of September 30, 2012.

The meeting adjourned at approximately 12:10 P.M.

A handwritten signature in cursive script, reading "Dolores Kerr", is written over a solid horizontal line.

Dolores Kerr, Secretary