

HOUSTON FIRST CORPORATION

MINUTES OF THE

CONVENTION COMMITTEE

October 24, 2011

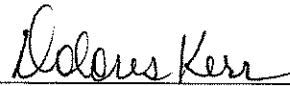
The Convention Committee of the Houston First Corporation (the "Corporation"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to TEX.TRANSP.CODE ANN. §431.101 et seq. and TEX. LOC. GOV'T. CODE ANN §394.001 et seq., held a committee meeting in the 3rd Floor Board Room at the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on October 24, 2011, commencing at 10:00 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 Meeting Act. The following committee members participated in the meeting: Ric Campo, Katy Caldwell, and Dawn Ullrich.

Chairperson Campo called the meeting to order at approximately 10:05 a.m. and a quorum was established.

1. Review and Approval of Minutes from Prior Meeting. After a motion duly seconded, the minutes from the September 29, 2011 meeting were approved.
2. Presentation on GHCVB CY12 Business Plan and Budget. Greg Ortale presented the Committee with the GHCVB's CY12 Business Plan which includes a 650,000 room night booking goal of which 575,000 were domestic, 80,000 from International and 20,000 web and leisure. Karen Williams gave a line by line overview of the CY12 budget. Discussion followed with Katy Caldwell requesting a copy of the financial statement with comparative actuals.
3. GRB 2025 Presentation. The Committee was briefed on the draft master plan for the GRB and surrounding area, which has been prepared in consultation with Alan Colyer of Gensler Architects. Mr. Colyer advised the committee that any and all comments would be appreciated. Dawn Ullrich advised that Bob Eury and she would be presenting the information to the Board in November for approval.
4. Discussion of and possible action with regard to a recommendation to the Board of Directors regarding the CY12 Budget and Capital Projects for GRBCC. Brenda Bazan gave a line by line overview of the GRBCC Budget for CY12. Luther Villagomez presented the capital projects for the GRBCC for CY12. Mr. Villagomez explained that two of the items had been previously budgeted in the fiscal year 2012 budget. After a motion duly seconded, the Committee agreed to recommend the GRBCC CY12 Budget and Capital Projects to the Board of Directors for approval. Copies of which are attached hereto as Exhibits A and B.

5. Management and Accountability Report. Luther Villagomez advised the Committee that there were no significant changes since the last meeting.
6. Sales Report GRBCC. Terry Beutler gave a Convention Center Sales update briefing on leads, upcoming groups and pace.
7. Hilton Americas. Janice O'Neill-Cox gave a brief overview of the Hotel's year-to-date sales pace report and projections for the future years. It was noted that although 2012 is looking good, projections for 2014 are not as strong. Discussion followed concerning the out years.

After motion duly seconded, the meeting was adjourned at approximately 11:55 a.m.



Dolores Kerr, Secretary

CY 12 GRB Budget Presentation

	CY10 ACTUAL	CY11 Estimate	CY12 PROPOSED BUDGET	GRB-Operations	GRB - Sales	IT
OPERATING REVENUE						
Venue Revenue	8,404,768	8,472,805	10,371,693	10,371,693	-	-
Parking Revenue	1,580,540	1,117,369	1,335,056	1,335,056	-	-
Miscellaneous Revenue	76,156	136,307	362,500	362,500	-	-
Total Revenues	10,061,464	9,726,481	12,069,249	12,069,249	-	-
OPERATING EXPENSES						
Personnel	2,717,170	3,230,948	3,348,677	2,385,137	596,711	363,829
Supplies	237,096	292,031	349,100	304,920	2,890	41,800
Utilities	4,061,770	3,766,224	3,982,693	3,982,693	-	-
Facility maintenance	2,764,166	2,695,369	2,958,045	2,958,045	-	-
Security	1,429,814	1,381,716	1,451,052	1,451,052	-	-
Janitorial	1,913,594	2,050,989	2,289,368	2,289,368	-	-
Parking	285,361	75,000	167,659	167,659	-	-
Insurance	860,990	668,064	610,598	610,598	-	-
Other	537,850	728,478	771,045	401,795	181,422	167,828
Total Expenses	14,807,811	14,876,817	15,888,227	14,510,957	784,013	593,257
Net Operating Income/(Loss)	(4,566,347)	(5,150,335)	(3,818,978)	(2,441,708)	(784,013)	(593,257)
NON-OPERATING INCOME (EXPENSE)						
Equipment	(85,322)	(393,616)	(596,000)	-	-	(596,000)
Capital Projects	(1,006,437)	(493,124)	-	-	-	-
Total Non-Operating Income (Expense)	(1,091,759)	(886,740)	(596,000)	-	-	(596,000)
Net Income/(Loss)	(5,658,106)	(6,037,075)	(4,414,978)	(2,441,708)	(784,013)	(1,189,257)
RECOMMENDATIONS:						
Capital projects/non-recurring expenses	-	-	3,771,000	3,771,000	-	-

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CY12 FUNDED NON-RECURRING EXPENDITURES

Priority	Description	Cost
1	Upgrade remaining 12 escalators at Lobby B, C, D – Steps and chains	\$ 750,000
2	Building Automation A/C Controls Replacement – Original Building	2,000,000
3	Exhibit Hall, Public Area, Dock Area, Lamp Retrofit	500,000
4	ADLA Re-design (GRB 2025)	200,000
6	Re-upholster Hotel Furniture	100,000
9	Lighting – Registration Level (Starbucks)	175,000
10	Telescoping Glass Doors on Skybridge to Garage	46,000
	TOTAL	\$ 3,771,000