

# AGENDA

## HOUSTON FIRST CORPORATION

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**Board of Directors Holiday Reception  
December 17, 2024, beginning at 5:30 P.M.  
Hilton Americas-Houston Hotel  
1600 Lamar Street, Houston, Texas 77010**

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, being located at 901 Bagby St. This Agenda is also available online at <https://www.houstonfirst.com>.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled commencement time for public session shown on the Agenda.

Any questions regarding this Agenda, or requests for special needs assistance, should be directed to Paula Whitten-Doolin, General Counsel, at 713.853.8965 or by email [meetingagendas@houstonfirst.com](mailto:meetingagendas@houstonfirst.com).

Code of Business Conduct and Ethics: As a reminder, under Houston First Corporation 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, then you should notify the Chair, refrain from voting on the business item, and recuse yourself from the discussion on the matter.

**The Board of Directors will not be conducting business, but will be attending a holiday reception at the Hilton Americas-Houston Hotel.**