

**HOUSTON FIRST CORPORATION**  
**MINUTES OF THE HOTEL COMMITTEE**  
**OCTOBER 20, 2016**

The Hotel 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 at the George R. Brown Convention Center, 1001 Avenida de las Americas, , Houston, Harris County, Texas 77010, in the 3<sup>rd</sup> Floor Construction Conference Room on Thursday, October 20, 2016, commencing at 2:30 p.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: David Solomon, Robert Sakowitz and Dawn Ullrich.

Chairperson Solomon called the meeting to order at approximately 2:37 p.m. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** A motion was made and duly seconded to approve the minutes of the September 13, 2016 Hotel Committee meeting as presented.
3. **Presentations.** None.
4. **Consideration and recommendation of the Hilton Americas-Houston Hotel 2017 Business Plan and Budget.** Peter McStravick presented highlights of the Hilton Americas-Houston business plan and strategies including discussion regarding services and features to keep the property competitive and relevant to traveler expectations; the pursuit of revenue opportunities by leveraging technology; achievement of 2017 established targets that ensure financial success; ensure that Hilton remains the hotel of choice; and, ensure that Hilton remains an employer of choice. Brenda Bazan provided explanations for variances in 2016 forecast versus 2017 budget in operating revenues and expenses. Jacques d'Rouvencourt presented the 2017 budget, budget assumptions and capital improvement highlights. Following thorough discussion on this item, a motion was made and duly seconded to recommend the Hilton Americas-Houston Hotel 2017 Business Plan and Budget.
5. **Updates.**
  - A. **Sales/Marketing.** Janice O'Neill-Cox provided a sales update on the booking positions for the period ended September 2016 for 2017 and the three-year position variance. She continued with details regarding a 2017 Pace Acceleration Action Plan, deployment, sales strategies, large and mid-market booking incentive plan and possible marketing opportunities.
  - B. **Asset Manager.** Jeff Sachs provided updates relating to staffing, sales and marketing goals, and optimization in all areas of the hotel.

- C. **New Hotel Update.** Peter McStravick advised the Committee of the recently opened property – Aloft and an update on the redevelopment of the former Melrose Building in the Le Meridien. In his report, he also mentioned that through a Request for Proposal process, Source Power and Gas, a retail energy provider, had been selected for a new four year supply contract for a rate 20% lower than the current contract, which expires in June 2017.

The meeting adjourned at approximately 3:34 p.m.

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Pamela Walko, Secretary