

HOUSTON FIRST CORPORATION
MINUTES OF THE
GOVERNANCE, AUDIT & FINANCE COMMITTEE
March 7, 2016 – 12:00 P.M.

The Governance, Audit & Finance 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.TRANS.P.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, on Monday, March 7, 2016, commencing at 12:00 P.M. Written notice of the meeting, including the date, hour, place and agenda was posted in accordance with the Texas Open Meetings Act. The following members participated in the meeting: Katy Caldwell, Lisa Anderson, John Johnson, Alex Brennan Martin, and Dawn Ullrich. Winslow Jeffries was absent.

A quorum was established and the meeting was called to order at approximately 12:05 P.M.

1. **Public Comments.** None
2. **Review and Approval of Minutes.** A motion was made and duly seconded to approve the minutes of the December 16, 2015 meeting as presented.
3. **Presentations.** None
4. **Consideration and possible recommendation of a corporate Procurement Policy.** Gene Locke provided an update of the proposed Procurement Policy. This policy details overall corporate goals for the procurement of goods and services in an efficient and effective manner, exercising integrity and transparency, obtaining best value based on a competitive process and creating opportunities for participation. He stated that, as an local government corporation (LGC), Houston First is unique in that State laws are not clearly defined. The intent is to foster a full and open process and adherence to the Corporation's non-discrimination policy and methods to enhance small business participation, diversity participation and city-preference considerations. Following a motion made and duly seconded, the Committee voted to recommend this item to the Houston First Corporation Board for approval.
5. **Consideration and possible recommendation of a corporate Local Preference Contracting Program.** Gene Locke provided an overview of the Local Preference Contracting Program, which established the requirements under which the Corporation is authorized to consider a vendor's principal place of business in awarding certain contracts. The Program delineates when the local preference may be considered for both contracts that require competitive bidding and for contracts not requiring competitive bidding. Following discussion on this item, a motion was made and duly seconded to recommend this item to the Houston First Corporation Board for approval.

6. **Consideration and possible recommendation of Houston First Corporation's Investment Policy and designation of an Investment Officer.** Stephany Bland advised the Committee that the policy had not changed since last year. In addition, the staff recommended that Karen Williams remain as the Corporation's designated Investment Officer. After a motion was made and duly seconded, the Committee voted to recommend this item to the Houston First Corporation Board for approval.
7. **Consideration and possible recommendation for the expenditure of funds and an equivalent increase in the 2016 budget for art-related projects and concepts for installation in the George R. Brown Convention Center and Partnership Tower emphasizing and highlighting the Houston region.** Peter McStravick and Marie Hoke briefed the Committee on the Houston Infusion plan beginning with the benchmarks used to develop the plan. Convention centers are moving away from providing blank canvases to highlight regional points of interest and showcase the local culture. This agenda item recommends the addition of art on the wall pockets, newly created charging stations, and strategic walls in Partnership Tower, HFC offices, and garage entries. In addition, this agenda item will provide for Houston branding opportunities through video displays, display cases, welcome desks, trash bins, benches and seasonal planting as well as reinforcing the Americas theme. It should also be noted that this item was presented and discussed in the Joint Sales Committee meeting on March 7, 2016. Following discussion on this item, a motion was made and duly seconded to recommend the expenditure of funds for the above referenced art-related projects and concepts to the Houston First Corporation Board for approval.
8. **Consideration and possible recommendation of an additional sponsorship agreement with Scenic Houston.** Anne Culver made a presentation regarding the additional \$200,000 request which would enable Scenic Houston to complete its initial project of 1.87 miles of the Hobby airport corridor. In order to finalize Phase II, all funding must be in place by April 1, 2016; this timetable will also facilitate completion of the project by Super Bowl. Chairperson Caldwell requested that Houston First make the recommended pledge conditional on Scenic Houston raising the remaining dollars necessary to complete the project. Following discussion on this item, a motion was made and duly seconded to recommend the additional sponsorship to Scenic Houston of \$200,000 for approval by Houston First Corporation Board, contingent upon Scenic Houston being able to raise the additional funds necessary to complete the project.
9. **General Administrative Matters.** Dawn Ullrich advised the Committee about the proposed Community Relations Plan and turned the floor over to John Rolfe. Mr. Rolfe introduced the members of his team and Argentina James, who provided an overview of the Community Relations Plan. The purpose of the Plan is to maintain and expand the Corporation's ability to operate by managing and enhancing its community reputation and involvement based on four objectives. Create a Corporate Community Investment Program; creation of an HFC Employee Volunteer Program; increase HFC's Minority Business Enterprise participation; and, development of six to eight community partnership-driven events that connote diversity and inclusion. John Rolfe also advised the Committee of the selection of Diligent Boards for the purpose of moving to a paperless Board and Committee meeting structure.

10. Updates. None

11. Announcements. None

The meeting adjourned at approximately 1:16 P.M.

Pamela Walko

Pamela Walko, Secretary