**HOUSTON FIRST CORPORATION**

**MINUTES OF THE THEATER AND CONVENTION DISTRICT OPERATIONS COMMITTEE**

**DECEMBER 11, 2017**

 The Theater and Convention District Operations 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 Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, December 11, 2017, 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: Desrye Morgan, Dean Gladden, Mario Ariza, Tony Keane, Jay Tatum and Dawn Ullrich. Council Member David Robinson was absent.

Chairperson Morgan called the meeting to order at approximately 2:38 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.**  After a motion duly seconded, the minutes from the October 23, 2017 Theater and Convention District Operations Committee meeting were approved as presented.
3. **Presentations**
4. Sunset Coffee Building. Tom Fish, Chairman of the Buffalo Bayou Partnership Board of Directors, spoke to the Committee about the Sunset Coffee Building on behalf of Buffalo Bayou Partnership (BBP). It is the opinion of BBP that they would like to purchase the building instead of conveying it to Houston First per the Earnest Money Contract. Sunset Coffee Building would be a central anchor for BBP. Dawn Ullrich stated that this seemed like a win-win for both organizations.

Council Member David Robinson arrived at 2:40 p.m. following the vote on the October 23, 2017 minutes.

1. **Committee Business.**
	1. **Consideration and possible recommendation of a Non-Hazardous Solid Waste Collection, Transportation and Disposal Agreement with Waste Management of Texas, Inc.** This item was pulled from the agenda and not considered.
2. **Executive (closed) session pursuant to Texas Government Code Section 551.072 for the purpose of deliberations regarding certain real properties.** The Committee went into Executive Session at approximately 2:44 p.m. and reopened the meeting at approximately 2:59 p.m.
3. **Committee Business (continued).**
	1. Consideration and possible recommendation of a Termination Agreement relating to the Purchase and Sale Agreement with Buffalo Bayou Partnership regarding the Sunset Coffee Building. The terms of this agreement were thoroughly discussed in Executive Session. Following a motion duly seconded, this item was recommended to the Houston First Corporation Board of Directors for review and approval.
4. **Updates.**
	1. Public Art – Christine West advised the Committee that Houston First is stewards of approximately 27 pieces of art in the City of Houston Civic Art Collection. This number does not include 17 works of digital art screening at the George R. Brown Convention Center. She provided photographs of some of the art pieces displayed in the Theater District, parks, George R. Brown Convention Center, temporary art installations, Hall of Fame display and temporary art on Avenida de las Americas. She stated that some have been acquired through donation and others were added through the City of Houston. Ms. West is looking to expand to other communities in Houston.
	2. Security Procedures – Rob Jackson reminded the Committee of the many security concerns that have been in the press lately. He introduced Mark Montgomery, Houston First’s Corporate Security Director to provide a presentation on steps being taken to ensure a safe environment for visitors and citizens to Houston First’s facilities. He stated that each venue brings different visitors and needs. He is currently partnering with Homeland Security and exploring different technologies available. He is working with the Exhibitions Management of Safety and Security Initiative (EMSSI), which is a national initiative and a collaborative of the International Association of Venue Managers, International Association of Exhibitions and Events, Exhibition Services and Contractors Association, and the Department of Homeland Security Office Safety Act.
	3. Crisis Management Team – Mark Goldberg described the four categories that defines a crisis as well as the characteristics and action required from three risk levels.
	4. Theater District Facilities – Sheila Turkiewicz stated that the Theater District is working in a 1965 retro environment in the areas of financial controls, vehicle counts, and access cards. There are reduced points of entries/exits and hours of operation. Ms. Turkiewicz stated that she would be providing quarterly reports to the committee regarding security and crisis management.
	5. Peter McStravick provided a brief update on the Project Manager and Architectural Services selection processes.

After a motion duly seconded, the meeting adjourned at approximately 3:54 P.M.

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Pamela Walko, Secretary