**HOUSTON FIRST CORPORATION**

**MINUTES OF HOUSTON FIRST CORPORATION BOARD OF DIRECTORS**

**FEBRUARY 15, 2018**

The Board of Directors 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, Texas, on Thursday, February 15, 2018, commencing at 3:00 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 were in attendance: David Mincberg, Sofia Adrogué, Elizabeth Brock, Katy Caldwell, Nicki Keenan, Ryan Martin, Alex Brennan Martin, Desrye Morgan, Paul Puente, Bobby Singh, Jay Tatum, Gerald Womack and Council Members Dave Martin and David Robinson. Jay Zeidman was absent.

The meeting was called to order at 3:03 p.m.

1. **Public Comments.**
* Jessie Fuentes – Called but was not present.
* Linda Morales – Spoke to the Board on behalf of the Texas Gulf Coast Labor Federation representing cleaning staff.
* Maria Garcia – Midwest janitorial employee and member of the union bargaining team. She requested that the minimum wage be increased to $12 per hour over the next three years.
* Al Kashani – Thanked the Board for their consideration of the Texas Hospitality Partners’ hotel project.
* Mark Thierry of Legacy Global – Praised Midwest for hiring people following Hurricane Harvey and employing people who were displaced.
* Niciele Marques of Unite Here - Spoke to the Board regarding the janitorial issue.

2. **Item III – Minutes – January 18, 2018**. Following a motion duly seconded, the minutes of the January 18, 2018 meeting were approved as presented.

1. **Tourism Quiz**. Jorge Franz conducted the Tourism Quiz.
2. **Presentations.**
	1. Kulture – Faith Washington gave a presentation about Kulture, the newly opened restaurant on the ground floor of Partnership Tower. She provided their culture, hours of operation, and menu highlights as well as identified various organizations that have hosted events there.
	2. Levy Transition – Cindy Van Rensberg, President of Levy Convention Center Operations, gave a report on the first 120 days of Levy’s operation in the George R. Brown Convention Center. She stated that over 93% of Aramark hourly team members were retained, 10 key Aramark managers were retained and Levy had received positive feedback on the team member transition. Ms. Van Rensberg provided an update on Levy’s partnerships with local organizations to give back to the community through internship programs, food donations, volunteer programs, and employment opportunities.
	3. Turner Construction. Jim Brownrigg with Turner Construction provided an update on the status of the restoration of Wortham Theater and the Theater District parking garage. He stated that Wortham would be open for performances on September 1, 2018, but the work related to long-term mitigation improvements as well as certain parts of the basement would not be finished. In the spirit of transparency and communication, the Board requested that a high level chart with critical dates be placed on Houston First’s website.

5. **Item VI.A. Acceptance and approval of the Houston First Procurement Officer’s selection regarding the Lowest Responsible Bidder for the Hilton Americas-Houston Guestroom Conversion Project.** Katy Caldwell stated that the Hotel Committee thoroughly discussed this item at their February 14, 2018 meeting and voted to recommend it to the Board for review and approval. Following discussion on this item, a motion was made and duly seconded to approve Gadberry Construction Company to renovate and convert the former Executive Lounge into seven guest rooms.

6. **Item VI.B. – Consideration and possible approval to provide additional funding to the Construction Manager-at-Risk Services Agreement with Manhattan Construction Company and an increase in the Houston First 2018 Budget in a commensurate amount to fund disaster response and recovery efforts related to Hurricane Harvey for certain Theater District facilities.** A joint meeting of the Governance, Audit & Finance and Theater and Convention District Operations Committees thoroughly discussed this item at their January 8, 2018 meeting and voted to recommend it to the Board for review and approval. Peter McStravick advised the Board that additional funding in the amount of $5 million dollars was needed to cover deposits on equipment needed for long-lead items. A guaranteed price contract is anticipated to be completed in late spring or early summer. Following discussion on this item, a motion was made and duly seconded to approve additional funding for Manhattan Construction Company and increase the Houston First 2018 Budget in a commensurate amount of $5 million dollars.

7. **Consideration and possible approval of a Sponsorship Agreement with the Houston Ballet.** Michael Heckman stated that this item was thoroughly discussed at the joint meeting of the Governance, Audit & Finance and Theater and Convention District Operations Committees on February 15, 2018 and it was voted to recommend it to the Board for review and approval. A request was made to circulate the schedule and itinerary. Following discussion on this item, a motion was made and duly seconded to approve a Sponsorship Agreement with the Houston Ballet.

 8. **Updates.**

* 1. Diversity Report. Roger Harris provided the diversity report from the past 12-14 months, which included general and service contract percentages, Theater District recovery contracts, ethnicity breakdown, outreach and community awards. Mr. Harris committed to return to the Board with historical ethnic breakdown since 2013.
	2. CFO Report. Brenda Bazan stated that a standard report would be given at the Board meeting every month and provided numbers for hotel occupancy tax, which increased 20% year over year.
	3. Food & Wine. Michael Heckman advised the Board that the three-day Food & Wine Festival was delayed until 2019. He also provided an update on SpaceCom.
	4. ULI Award. Peter McStravick stated that Avenida Houston had won ULI’s Development of Distinction award in the not-for-profit category.
	5. Addy Awards. Holly Clapham-Rosenow advised the Board that Marketing and Communications won six Addy awards. A presentation followed.
1. **Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of discussion regarding compensation, evaluation and/or duties for specific individual employees.** The Board did not go into Executive Session and no action was taken by the Board on this item.
	1. Chairman’s Report. David Mincberg advised the Board that:
		* Wayne Klotz would be providing pro bono assistance with the flood recovery project.
		* Thanked Peter, Roksan and Sheila for meeting with the Houston Ballet Board.
		* Announced that Council Member Robinson had achieved FAIA designation.
		* Mayor Turner appointed Brenda Bazan as Director of the Convention & Entertainment Facilities Department and confirmation by City Council would take place on February 21, 2018.

The meeting adjourned at approximately 4:41 p.m.

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Pamela Walko, Secretary