

## HOUSTON FIRST CORPORATION

### MINUTES OF HOUSTON FIRST CORPORATION BOARD OF DIRECTORS NEW BOARD MEMBER ORIENTATION - AUGUST 18, 2017

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 Friday, August 18, 2017, commencing at noon. 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: David Minberg, Sofia Adrogué, Alex Brennan Martin, Elizabeth Brock, Ryan Martin, Paul Puente, Jay Tatum, and Jay Zeidman. Katy Caldwell, Desrye Morgan, Bobby Singh, Gerald Womack and Council Members Martin and Robinson were absent.

The meeting began at 12:02.

1. **HFC Background.** Dawn Ullrich provided background on Houston First from its inception as the Convention & Entertainment Facilities Department, creation of Houston First Corporation, and alignment with the Greater Houston Convention & Visitors Bureau. She included information about Houston First governance, an overview of facilities, partner organizations and organization.
2. **Spotlights.** Each member of the Executive Team was introduced and provided information on major initiatives within their respective Departments.
3. **Financial Overview.** Brenda Bazan provided an overview of the sources of revenue, the Hotel Occupancy Tax collection trend, budgeted expenses, outstanding debt, and the dashboard of the Financial Management and Accountability Report.
4. **Calendar Items and Housekeeping Matters.** Dawn Ullrich stated that a calendar summary was included which listed all of the remaining meeting dates and times for the Board and Committees through the end of 2017. Lisa Hargrove reviewed guidelines related to open meetings, open records, and code of conduct. Pamela Walko went over the information needed from each Board member.

The meeting adjourned at approximately 1:42 p.m.

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/s/

Pamela Walko, Secretary