

**HOUSTON FIRST CORPORATION**  
**MINUTES OF THE**  
**BENEFITS AND COMPENSATION COMMITTEE**  
January 27, 2015

The Benefits and Compensation 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.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the George R. Brown, 3rd Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Tuesday, January 27, 2015, commencing at 11:30 A.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: Irma Diaz-Gonzalez, Ric Campo, C. C. Conner, Jr., and Dawn Ullrich. Tad Brown and Thomas Jones were absent.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 11:30 AM and a quorum was established.

1. Public Comments. None.
2. Approval of Minutes. Chairperson Diaz-Gonzalez reviewed the minutes of the meeting held on September 19, 2014 and deemed them to be accurate. Since C. C. Conner, Jr. was not a Committee Member on September 19, 2014, a quorum of the Benefits & Compensation Committee was unable to approve the September 19, 2014 minutes.
3. Presentations. None.
4. Chairperson Diaz-Gonzalez took Item VII out of order and explained that the Benefits & Compensation Committee would go into Executive Session and requested that the room be cleared.

Ms. Diaz-Gonzalez requested that the audio recording start at approximately 11:39 A.M. She recited that the open meeting was being closed pursuant to Texas Government Code Section 551.071 for the purpose of seeking legal advice regarding pending litigation.

Ms. Diaz-Gonzalez requested that the audio recording stop at approximately 11:44 A.M. and resumed the open meeting. No action was taken during the Executive Session.

5. Chairperson Diaz-Gonzalez took Item VIII out of order and explained that the Benefits & Compensation Committee would go into Executive Session and requested that the room be cleared.

Ms. Diaz-Gonzalez requested that the audio recording start at approximately 11:45 A.M. She recited that the open meeting was being closed pursuant to Texas Government Code Section 551.074 for the purpose of reviewing compensation for specific individual employees.

Ms. Diaz-Gonzalez requested that the audio recording stop at approximately 12:15 P.M. and resumed the open meeting. No action was taken during the Executive Session.

6. Consideration and possible adoption of a Benefits & Compensation Committee Charter. Ric Campo left the meeting at 12:15 P.M., so a majority of the Committee was not present to vote on this item.
7. Updates – Market Study Recommendations. Brenda Bazan provided a summary of the recommendations of the market study, including the results of the FLSA testing. Annette Goldberg explained that the results would be rolled out in February 2015 to the managers and affected employees.
8. Updates –CEO Report. Dawn Ullrich explained that she was going to be working diligently this year to continue to meld the cultures together. Ms. Ullrich also provided an update on the search for the GHCVB Chief Destination Marketing Officer (CDMO) and advised that a possible employment contract for the recommended candidate would be coming before the committee. Ms. Diaz-Gonzalez requested that a copy of the CDMO job description is sent to the Committee.

A brief discussion was held regarding the 2015 internship program and succession planning. In addition, Annette Goldberg explained that in 2015 the Human Resources department would be reviewing tailoring training to correlate with individual employee's goals and passions. It was also mentioned that the annual employee survey was conducted to help to identify employee affinity programs in 2015.

Retreats for the staff (March 2015) and Board (April 2015) are in the planning stages.

The meeting adjourned at approximately 12:41 PM.

*Pamela Walko*

Pamela Walko, Secretary