

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

**November 18, 2013**

The Board of Directors (the "Board") 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.TRANSF.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the 3<sup>rd</sup> Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, November 18, 2013, commencing at 12:00 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 directors participated in the meeting: Ric Campo David Arpin, Katy Caldwell, C.C. Conner, Irma Diaz-Gonzalez, Winslow Jeffries, Dick Rabinow, Desrye Morgan, Deon Warner and David Solomon. Dawn Ullrich, CEO/President was also in attendance.

Chairperson Campo called the open meeting to order at approximately 12:00 P.M. and a quorum was established.

1. **Public Comments.** Comments were received from the following persons.  
Ernest Jones-Unite Here  
Nischit Hedge-Unite Here
  
2. **Review and approval of minutes from prior meeting.** After a motion duly seconded, the Minutes of the Meeting of the Board of Directors of September 16, 2013 were approved.
  
3. **Election of Officers.** After a motion duly seconded, the Board of Directors in accordance with the Bylaws of the Corporation elected and appointed the following persons as officers of the Corporation:  
  
Ric Campo, Chairman  
Dawn Ullrich, President  
Brenda Bazan, Treasurer  
Pamela Walko, Secretary

4. **Consideration of, and possible action on, the approval of the proposed operating and capital budgets of the Houston First Corporation for calendar year 2014.** Katy Caldwell, Chairperson of the Audit and Finance Committee advised the Board that the proposed budget had been reviewed in detail at the Budget Workshop. Ms. Caldwell gave a brief overview of the proposed CY14 budget. After a motion duly seconded, the Board of Directors approved the Corporation's operating and capital budgets for calendar year 2014 as recommended by the Audit and Finance Committee.
5. **Consideration of, and possible action on, the approval of Houston First Holding's 2014 Budget, which includes Hilton's Operating and Capital Budgets.** David Solomon, Chairperson of the Hotel Committee introduced Joe Palmieri, General Manager of Hilton Americas-Houston who provided an overview of the 2014 budget. Jacques D'Rovencourt, Hotel Manager of Hilton Americas-Houston was recognized by Mr. Solomon and advised the Board that Hilton Americas-Houston had received recognition as the 'Best Business Hotel in Houston' per Travel and Leisure magazine. Mr. Solomon explained that the Hotel Committee along with Hilton and SCS Hotels, Inc. had reviewed the budgets and the Hotel Committee was recommending approval. After a motion duly seconded, the Board approved the CY14 operating and capital budgets.
6. **Aramark Janitorial.** Dawn Ullrich advised the Board that Aramark had reached an agreement with the Union and a contract had been negotiated.
7. **Construction Manager at Risk-Garage and Avenida de las Americas improvements.** Peter McStravick explained to the Board that an RFQ was sent out and ten responses were received. After reviewing all ten submittals, the following firms were short listed: Gilbane, Harvey, Balfour -Gonzalez, Vaughn and Austin Commercial. Griffin Partners will present their recommendation to the Master Plan Selection Committee on November 20, 2013 and a final recommendation will be presented to the Board on December 2, 2013, for consideration.
8. **Construction Manager at Risk-Elevated Service Ramp.** Peter McStravick explained that the RFQ was sent out and the following three firms responded: J.D. Abrams, Lone Star Construction Company and Texas Sterling Construction Company. All firms were interviewed. Griffin Partners will present their recommendation to the Master Plan Selection Committee on November 20, 2013 and a final recommendation will be presented to the Board on December 2, 2013, for consideration.

9. **Electricity.** Peter McStravick explained that the Corporation's current contract for electricity was with Direct Energy and would expire in June 2014. The Corporation's electricity consultant, Choice Energy, conducted an RFP and with their guidance the Corporation entered into a three year contract with Source Energy for slightly lower than the current rate.

10. **Announcements.** Dawn Ullrich announced that the next Board of Directors meeting would be on December 2, 2013 at 4:00 P.M.

After a motion duly seconded, the meeting was adjourned at approximately 12:22 P.M.

A handwritten signature in cursive script, appearing to read "Dolores Kerr", is written over a solid horizontal line.

Dolores Kerr, Secretary