

**HOUSTON FIRST CORPORATION**  
**MINUTES OF THE**  
**GOVERNANCE, AUDIT & FINANCE COMMITTEE**  
**October 24, 2016**

The Governance, Audit & Finance 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.TRANSF.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting at the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, October 24, 2016, commencing at 10:00 a.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 participated in the meeting: Katy Caldwell, Alex Brennan Martin and Dawn Ullrich. Lisa Anderson, John Johnson and Paul Puente were absent.

The meeting commenced at 10:00 a.m. without a quorum.

1. **Public Comments.** None.
2. **Review and Approval of Minutes.** As a quorum was not in attendance, approval of the minutes of the September 12, 2016 meeting could not be considered.
3. **Consideration and recommendation of the annual election of officers pursuant to the Houston First Corporation Bylaws.** This item was not considered.
4. **Consideration and recommendation of a Supplemental Agreement to Lease Agreement with the City of Houston.** This item was not considered.
5. **Consideration and recommendation of the Enterprise Development – Strategic Planning 2017 Business Plan and Budget.** While a recommendation of this item could not be considered, Peter McStravick introduced his team and their respective responsibilities as they relate to his business plan. He explained that although construction is winding down, the real work is ahead to enhance the brand and create an experience.
6. **Consideration and recommendation of the Corporation Affairs 2017 Business Plan and Budget.** The Committee could not consider or recommend this item; however, John Rolfe described his three areas of his responsibility and highlights from each area's business plan, such as maximization of the use of office resources in the Partnership Tower; implementation of an HFC record retention policy; facilitate processes, procedures and operations for HFC and GHCVB Boards, committees and joint committees; establish and maintain a high-quality internship program; and, oversee a succession plan for mid-level managers.
7. **Consideration and recommendation of the Public Affairs 2017 Business Plan and Budget.** The Committee could not consider or recommend this item; however, Rob Jackson provided highlights of his business plan such as development of the 2017 legislative agenda, expedition of City Council's approval of the HFC 2017 Budget, increased State funds for film incentives,

implementation of a film degree program, aggressively seek creative solutions to the pension dispute and pursuit of expeditious reimbursement from the Major Events Reimbursement Program.

8. **Consideration and recommendation of the General Counsel 2017 Business Plan and Budget.** The Committee could not consider or recommend this item; however, Lisa Hargrove provided an overview of her responsibilities to all departments of the corporation which include procurement for major service agreements, requested solicitations and capital projects, and providing legal guidance and necessary agreements in connection with new initiatives and development.
9. **Consideration and recommendation of the Information Technology 2017 Business Plan and Budget.** The Committee could not consider or recommend this item; however, Mary Ann Grant provided an update on her business plan goals including an expansion of Wi-Fi by 2017, improvement of system performance, disaster and recovery efforts, as well as her partnership with other departments on completion of their goals. The Committee encouraged enhanced focus on phishing and disaster recovery.
10. **Consideration and recommendation of the Finance & Administration 2017 Business Plan and Budget.** The Committee could not consider or recommend this item; however, Brenda Bazan explained that her 2017 Business Plan could be categorized into four categories, which are Diversity and Outreach; Human Resources and Corporate Culture; Accounting software enhancements and Internal Audit initiatives; and, expeditious reimbursement of expended funds for Final Four and Superbowl. She continued to address highlights related to the proposed 2017 budget for all administrative departments, including explanations of certain variances between 2016 and 2017 projected revenues and expenses.
11. **Updates.**
  - a. Rob Jackson provided a handout to the Committee outlining the 2017 Legislative Priorities. He further explained that this item would be presented to the HFC Board for possible approval.
  - b. Roger Harris presented the 2016 General Operations Diversity and Vendor Outreach Report for January-September 2016.
  - c. Karen Williams provided the third quarter Investment Report.
12. **Announcements.** None.

The meeting adjourned at approximately 11:54 A.M.

/s/  
Pamela Walko, Secretary