

MINUTES

HOUSTON FIRST CORPORATION

**Governance, Audit & Finance
November 13, 2018 – 3:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 770103
HFC BOARD ROOM**

The Governance, Audit & Finance Committee ("Committee") of Houston First Corporation (the "Corporation" or "HFC"), a Texas local 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., posted a meeting at Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas, 77010, on Tuesday, November 13, 2018, commencing at 3:00 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 Committee members were present for the meeting: Katy Caldwell (Chair), Alex Brennan-Martin, John Johnson, Ryan Martin, Linda Toyota, Jay Zeidman, and Council Member Dave Martin.

The meeting was called to order at 3:02 p.m. and a quorum was established.

1. **Public Comments.** Council Member Dwight Boykins thanked the Committee for its service to the community and HFC staff for support.

The 5th Annual Lighting & Kwanzaa Celebration will take place December 8, 2018. The event is free and fun for the whole family. There will be live entertainment by New Cupid and Brian Jack and the Zydeco Gamblers.

Any funds left over from the event will go toward the repair of homes for senior citizens in District D.

Glenda Joe of the Houston Asia American Festival Association asked the Committee to support Lunar New Year Houston. Lunar New Year Houston is the largest pan-Asian holiday event in the city with over 50,000 attendees over two days.

The event will also serve as a pilot program to reduce the undercount in the city census.

HFC and Visit Houston have been title sponsors of Lunar New Year each year and Ms. Joe asks that the Committee continue to support the event.

2. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the meeting minutes of September 13, 2018 were approved as presented. Committee member Jay Zeidman was not present for the vote.

3. **Presentations and Reports.**

- A. **2019 Legislative Update.** Rob Jackson, Chief Policy Officer, discussed the 2019 Legislative Agenda. Over 500 bills have already been filed in the Texas legislature.

The primary goals for the 2019 Texas Legislative Session are to educate the public sector, protect hotel occupancy tax revenues, protect major events, regain ground with film incentives, oppose negative legislation that may impact tourism, oppose limits on innovative technology, advocate for full funding of tourism in Texas, and work in favor to mandate and unify the school start date.

Mr. Jackson agreed that he would keep everyone informed throughout the legislative session.

4. **Committee Business.**

- A. **Consideration of and possible recommendation of the annual election of officers pursuant to the Houston First Corporation bylaws.**

- i. Brenda Bazan, President
- ii. Frank Wilson, Treasurer
- iii. Lisa Hargrove, Secretary
- iv. Frank Wilson, Investment Officer

A motion was made to recommend the annual election of officers pursuant to the Houston First Corporation bylaws. The motion passed unanimously.

- B. **Consideration and possible endorsement of a sponsorship request submitted by Senior Assistance Fund, Inc. for the Lighting & Kwanzaa Celebration.**

Arcy Muñoz, Community Relations Manager, provided a brief description of the Lighting & Kwanzaa Celebration hosted by Council Member Dwight Boykins.

HFC and the Greater Houston Convention Visitors Bureau (GHCVB) have provided sponsorship support for the event since 2015. This year the request from HFC is \$15,000 and no similar request has been made of the GHCVB.

The Committee discussed consistency in granting sponsorship requests and the financial strain of HFC as a result of Hurricane Harvey.

A motion was made to amend the sponsorship request submitted by Senior Assistance Fund, Inc. for the Lighting & Kwanzaa Celebration to an in-kind contribution in an amount up to \$15,000. The motion passed unanimously.

C. Consideration and possible endorsement of a sponsorship request submitted by Houston Asia American Festival Association for the Lunar New Year Houston 2019.

Arcy Muñoz briefly discussed Lunar New Year Houston that will be held February 9-10, 2019.

Rob Jackson explained that there were less opportunities to provide in-kind support for the event.

A motion was made to amend the sponsorship request submitted by the Houston Asia American Festival for Lunar New Year Houston to an in-kind contribution in an amount up to \$10,000. The motion was withdrawn.

The Committee requested an evaluation of the budget for the event to be brought back to the Committee at a later date.

D. Consideration and possible recommendation of the Houston First Corporation 2019 Strategic Plan and Budget, inclusive of Capital Plans. [The 2019 Personnel Budget was also discussed because a quorum was not established during the Benefits & Compensation Meeting].

Brenda Bazan, HFC President & CEO, discussed the strategic planning process for 2019 and Frank Wilson, Chief Financial Officer, discussed the 2019 budget process.

Frank Wilson also provided an update on the flood recovery project and the impact of the intermediate debt model on the 2019 Budget.

Frank announced that medical insurance, HRA and 401K plans would remain unchanged, but there will be a slight increase in the costs of vision insurance.

Frank presented the overall HFC 2019 Budget, inclusive of the budgets for Administration, Hotel Administration, Enterprise Development, and personnel.

A motion was made to recommend the HFC 2019 Strategic Plan and Budget, inclusive of Capital Projects. The motion passed unanimously.

5. **Adjournment.** The meeting was adjourned at 4:43 p.m.