

HOUSTON FIRST CORPORATION

MINUTES OF HOUSTON FIRST CORPORATION BOARD OF DIRECTORS

AUGUST 14, 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 Partnership Tower, 701 Avenida de las Americas, 2nd Floor Boardroom, Houston, Texas, on Monday, August 14, 2017, commencing at 11:30 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: David Mincberg, Sofia Adrogué, Elizabeth Brock, Ryan Martin, Alex Brennan Martin, Council Member Dave Martin, Paul Puente, Council Member David Robinson, Bobby Singh, Gerald Womack and Jay Zeidman. Desrye Morgan and Jay Tatum were absent.

A quorum was established and the meeting was called to order at 11:33 p.m.

1. **Public Comments.** There were no public comments; however, the Board received a letter signed by the janitors of Houston First facilities requesting that Houston First assist them with obtaining a living wage and affordable health insurance. A copy of the letter was distributed to all Board Members.
2. **Minutes.** A motion was made and duly seconded to approve the minutes of July 20, 2017. Ryan Martin was not in attendance at the time of the vote.

Items V. and VI.A. were pulled from the agenda and were not considered.

Chairman Mincberg announced that the Board would be going into Executive (closed) Session, which began at 11:40 a.m.

3. **Executive (closed) session pursuant to Texas Government Code Section 551.072 for the purpose of deliberations regarding certain real properties.**

Everyone was instructed to leave with the exception of the Board, Dawn Ullrich, Peter McStravick, Lisa Hargrove, Rob Jackson, Stephen Jacobs, David Solomon, Diana Munoz, and Pamela Walko. A certified agenda of executive session will be completed and filed with the Corporate Secretary.

The Board came out of Executive Session at 1:13 p.m.

4. **Updates.**
 - CFO Report – Brenda Bazan distributed the Houston First dashboard report for the period ending July 31, 2017. She reviewed the primary revenues and expenses and explanations for variances. She stated that the Hotel Occupancy Tax projection was 6% under budget. Further, she committed to provide financial information at every Board meeting.

