AGENDA

HOUSTON FIRST CORPORATION

BOARD OF DIRECTORS MEETING
August 31, 2020 – 3:00 P.M.
Live Video and Audio Conference Meeting
Join the Meeting Here
Passcode: 699845

BOARD MEMBERS:

David Mincberg (Chair), Desrye Morgan (Vice-Chair), Sofia Adrogué, Elizabeth Brock, Nicki Keenan, Reginald Martin, Ryan Martin, Alex Brennan-Martin, Paul Puente, Bobby Singh, Tom Segesta, Gerald Womack, Jay Zeidman, Council Member Dave Martin, Ex-officio, Council Member David Robinson, Ex-officio

In accordance with the modified Texas Open Meetings Act provisions announced by Texas Governor Greg Abbott on March 16, 2020, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting online at https://www.houstonfirst.com.

Any questions regarding this Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713.853.8965 or Lisa.Hargrove@houstonfirst.com

Code of Business Conduct and Ethics – As a reminder, under Houston First Corporation’s Code of Business Conduct and Ethics Policy, if you have a potential conflict of interest that you have not previously disclosed relating to a transaction or arrangement being discussed or voted on, you should notify the Chair and refrain from voting on the transaction or arrangement and recuse yourself from the discussion on the matter at hand. You should have received a copy of the Policy, but if not, let us know and we will provide one for you.

I. Call to Order

II. Public Comments

III. Presentations, Reports, and Updates
   A. Report by Houston First Chairman
   B. Facilities Report – Hurricane Laura

IV. Adjourn
Houston First Corporation Board of Directors Meeting

Live Video & Audio Conference Meeting
Monday, August 31, 2020
3:00 p.m.
Houston First Corporation
Chairman’s Report

David M. Mincberg, Board Chair

HFC Board of Directors Meeting
August 31, 2020
Facilities Report

Michael D. Heckman, Acting President & CEO
Luther Villagomez, Chief Operating Officer

HFC Board of Directors Meeting
August 31, 2020
August 17 – 27, 2020

Continuous monitoring of impending weather events

Unprecedented two storms in the Gulf of Mexico – Marco and Laura
FACILITY READINESS TIMELINE

FRIDAY, AUGUST 21
- Essential Personnel list reviewed
- Warehouse supplies assessed

SUNDAY, AUGUST 23
- Tier I Essential Personnel activated (HFC & Partners)
- Team update meeting via Teams

MONDAY, AUGUST 24
- GRB walkthrough with OEM and American Red Cross
- Contacted HFC tenants and service providers
- Pre-Storm Meeting with Avenida Restaurants
- Calls with HGO, Houston Symphony, and SPA
- HFC Executive Team check-in meetings
- Daily Update with Tier I
- Update meeting with Nickea Bradley, OEM
- GRB facility layout finalized

TUESDAY, AUGUST 25
- Wings Over Water stabilized
- COVID-19 digital signage and Welcome Center signage ready
- Daily meetings with OEM
- City of Houston Emergency Preparedness Meeting

WEDNESDAY, AUGUST 26
- Tier I staff printed & installed signage
- Finalized facilities readiness

THURSDAY, AUGUST 27
- Working with Mayor’s Office to coordinate logistics to distribute aid to residents to the East impacted by Hurricane Laura – Mon 8/31/20
HFC FACILITY READINESS

INTER-AGENCY COORDINATION
✓ City of Houston
  – Office of Emergency Management (OEM)
  – Mayor’s Office for People with Disabilities
  – Mayor’s Office of Public Safety & Homeland Security
  – Mayor’s Office of Special Events
✓ American Red Cross
✓ BARC Animal Shelter
✓ CenterPoint
✓ Houston Airport System
✓ Houston Health Department
✓ Houston Fire Department
✓ Houston Police Department
✓ Houston Public Works
✓ METRO
✓ Texas Department of Transportation (TxDOT)
✓ Texas Division of Emergency Management

Arrive Healthy. Leave Healthy.
Temperature Scan Procedures
Please remove all headwear, glasses, and masks for the temperature scan. Thank you.

Llegue Sano. Salga Sano.
Procedimientos de Escaneo de Temperatura
Favor de quitarse los sombreros, lentes de sol, y las mascarillas para el escaneo de temperatura. Gracias.
HFC FACILITY READINESS

HFC STAFF
- Convention Services
- Operations

HFC PARTNERS
✓ Andy Frain Services
✓ Cotton
✓ Levy
✓ Midwest Maintenance
✓ Smart City
✓ Staging Solutions
✓ TDIndustries
✓ Winpark

Please practice social distancing

Favor de practicar el distanciamiento social
HFC FACILITY READINESS

JONES HALL

✓ Houston Symphony on site until noon on Wednesday, August 26
✓ Placed on standby for Thursday, August 27

GRB CONVENTION CENTER

✓ Sandbags deployed for Rusk Street and situated inside Hall E for Polk Street
✓ Wind Protection Tarps installed on 3rd level

THEATER DISTRICT PARKING

✓ Hobby Tunnel closed
✓ All other closures will be coordinated with City and based upon bayou water levels
HFC FACILITY READINESS

**AVENIDA DISTRICT PARKING**
- ✓ Readied in case of closures – Avenida Central Garage
- ✓ City of Houston vehicles arranged to use Tundra Garage

**WORTHAM THEATER CENTER**
- ✓ Muscle wall set 48 hours prior to landfall
- ✓ 8/27/20 removed Prairie Lobby and Smith Street side
- ✓ Loading Dock secure 24 hours prior to landfall
- ✓ Flood doors remained closed

**PARTNERSHIP TOWER**
- ✓ Sandbags deployed

**TALENTO BILINGUE DE HOUSTON**
- ✓ Sandbags deployed
GRB WELCOME CENTER

Command Center • Entry/Exit Protocols • Queueing • Signage • Social Distancing

George R. Brown Convention Center
Exhibit Halls set for COVID-19 positive & negative • BARC • Bus Waiting Area • Meals • Registration

George R. Brown Convention Center
**SPECIAL THANKS TO TIER I ESSENTIAL PERSONNEL**

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THANK YOU