

# HOUSTON FIRST CORPORATION

## MINUTES OF HOUSTON FIRST CORPORATION BOARD OF DIRECTORS

JUNE 14, 2016

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 the George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas, on Tuesday, June 14 2016, commencing at 3:30 P.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: Ric Campo, Phyllis Bailey, Alex Brennan Martin, Katy Caldwell, C.C. Conner, Jr., Fernando Cuellar, Irma Diaz-Gonzalez, Harry Greenblatt, Winslow Jeffries, Desrye Morgan, David Solomon, Gerald Womack, Council Member Martin and Council Member Robinson. Chris Gustafson, staff member from Council Member Edwards office, Council Member Boykins and his Council district interns were also in attendance.

Ric Campo called the meeting to order at approximately 3:32 P.M. and a quorum was established. A moment of silence was called in honor of Brenda Bazan's father and those who were injured or lost their lives in the Orlando shooting.

1. **Public Comments.** Chuck Still, Executive Director from MATCH, signed up to give a brief presentation and success of MATCH since its opening. In addition to reaching its \$25MM fundraising goal, as of June 14, MATCH held 714 events comprised of 101 cultural organizations for a total of 262 days. Including exhibits, 90 free events were held on the property. He offered gratitude to HFC Board for their support.
2. **Approval of Minutes.** After a motion was made and duly seconded, the minutes of the May 17, 2016 meeting were approved as presented.
3. **Presentations**

Sallie Sargent, of the Houston Super Bowl Host Committee, thanked the Board for their support and provided updates on various outreach efforts, sponsorships, volunteers, Super Bowl Live, "wow" factor, and Touchdown Tours. Hasting Stewart, also with the Houston Super Bowl Host Committee, added information related to monies spent in minority communities such as Sunnyside, Denver Harbor, Acres Homes, etc. He also mentioned focus on Houston's culinary scene, greenspaces and ancillary sites beyond the studio sets.

Board Member Morgan asked that the Super Bowl Host Committee share more information going forward including various activities being planned.

Ric Campo, Irma Diaz-Gonzalez and Desrye Morgan left the room and Item V.C. was taken out of order.

4. **Consideration and possible approval of a Reimbursement Agreement with the Houston Super Bowl LI Host Committee for Super Bowl LI.** Katy Caldwell, chair of the Governance, Audit & Finance Committee, introduced this item, and explained that the Reimbursement Agreement was a backstop to ensure that all City expenses related to Super Bowl LI would be paid. Further, she noted that all host committee funds would be used prior to the use of Houston First funds. In exchange, upon payment of all expenses, Houston First would receive all remaining assets of the Houston Super Bowl Host Committee. Following discussion on this item, a motion was made and duly seconded to approve the Reimbursement Agreement with the Houston Super Bowl LI Host Committee.

Irma Diaz-Gonzalez and Desrye Morgan returned to the room. Ric Campo did not return to the meeting. Items VI. and VII.A. were taken out of order.

5. **Executive (closed) Session.** The Houston First Corporation Board of Directors went into Executive (closed) Session at approximately 4:13 p.m. pursuant to Texas Government Code Section 551.072 for the purpose of deliberations regarding real property. The Board came out of Executive Session at approximately 4:23 p.m.
6. **Consideration and possible approval of revised terms for a Lease Agreement with Free Range HCC LLC for a retail and entertainment concept to be located in the proximity of the George R. Brown Convention Center.** The details of this item were fully discussed and vetted during Executive Session. After a motion was made and duly seconded, the Board of Directors approved the revised terms for a Lease Agreement with Free Range HCC LLC.

Before proceeding with the remainder of Board business, Council Member Boykins introduced the interns to the HFC Board of Directors and left the meeting.

7. **Consideration and possible approval of an agreement with Preferred Cleaning Services for night housekeeping services at Hilton Americas-Houston.** As chair of the Hotel Committee, David Solomon briefed the Board on the selection process for night housekeeping services at Hilton Americas-Houston. Preferred Cleaning was recommended using comparisons of annual costs, experience, term of contract, rate of pay range, MWBE participation and verifiable references. This item was discussed in detail and recommended by the Hotel Committee during the Hotel Committee meeting held on June 13, 2016. Following discussion on this item, a motion was made and duly seconded to approve an agreement with Preferred Cleaning Services for night housekeeping services at Hilton Americas-Houston.
8. **Consideration and possible approval of an agreement with Schlinder Elevator Corporation for elevator/escalator maintenance services at Hilton Americas-Houston.** David Solomon briefed the Board on the overview of the details of the elevator maintenance proposal for elevator/escalator maintenance services at Hilton Americas-Houston. The recommendation for Schlinder Elevator Corporation was made based on quarterly/annual fees, scope of work and term. This item was discussed in detail and recommended by the Hotel Committee during the Hotel Committee meeting held on June 13, 2016. Following discussion on this item, a motion was made and duly seconded to approve an agreement with Schlinder Elevator Corporation for elevator/escalator services at Hilton Americas-Houston.

