

MINUTES

HOUSTON FIRST CORPORATION

**Governance, Audit & Finance Committee
December 19, 2018 – 2:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
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 Wednesday, December 19, 2018, commencing at 2:00 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, and Jay Zeidman

The meeting was called to order at 2:00 p.m. and a quorum was established.

1. **Public Comments.** None.
2. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the meeting minutes of November 13, 2018 were approved as presented. Alex Brennan-Martin was not present for the vote.
3. **Presentations and Reports.**
 - A. **Diversity Report.** Roger Harris, Development Specialist Manager, announced that HFC has exceed its corporate goal of 30% diversity participation and over \$148 million has been paid to diverse firms over six years. He also provided a summary of the diversity participation in various service contracts.

John Johnson asked about the penalty for failure to meet the diversity goal set by HFC and Roger Harris explained that the standard set forth in the HFC Diversity Program was that all vendors make a good faith effort to hire diverse firms.

Mr. Harris also reported that the demographics among diversity participants was fairly balanced due to the outreach efforts of his team.

In conclusion, Mr. Harris announced that he was awarded the Minority Business Advocate of the Year award.

- B. Community Sponsorship Report. Arcy Muñoz, Community Relations Manager, discussed recent changes made to the Community Relations Sponsorship Policy, Committee members discussed the policy and possible revisions that should be incorporated.

4. **Committee Business.**

- A. Consideration and possible recommendation of a sponsorship request submitted by the Houston Asian American Festival for the Lunar New Year Houston 2019.

Arcy Muñoz reminded the Committee that Glenda Joe addressed the Committee regarding Lunar New Year Houston at the November Committee meeting. Historically, HFC has sponsored the event in an amount of \$10,000 or \$15,000, however, the request for sponsorship support for 2019 is \$20,000.

The Committee discussed the item and the importance of consistency. Committee members also suggested that sponsorship requests be reviewed cumulatively.

A motion was made for the sponsorship request submitted by the Houston Asian American Festival for Lunar New Year Houston 2019. The motion failed unanimously.

5. **Adjournment.** The meeting was adjourned at 2:38 p.m.