

AGENDA

HOUSTON FIRST CORPORATION

**BOARD OF DIRECTORS MEETING
DECEMBER 20, 2018 – 3:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
HFC BOARD ROOM**

BOARD MEMBERS:

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

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at <https://www.houstonfirst.com>.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.

Any questions regarding this Agenda, or requests for special needs assistance, 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. Minutes – November 15, 2018**

- IV. Presentations, Reports and Updates**
 - A. Community Sponsorship Report
 - B. 2018 Purchase Orders between \$50,000 – \$250,000
 - C. Diversity Report

- V. Board Business**
 - A. Consideration and possible approval of a Hotel Asset Management Services Agreement with CHMWarnick, LLC for the Hilton Americas-Houston Hotel.
 - B. Consideration and possible approval of a Project Management Services Agreement with Jones Lang LaSalle Americas, Inc. for the Hilton Americas-Houston Hotel Guestroom Renovation Project.
 - C. Consideration and possible approval of the Construction Manager-at-Risk method for the selection of the construction contractor for the Hilton Americas-Houston Hotel Guestroom Renovation Project.

- VI. Executive Session:**
 - Executive (closed) session pursuant to Texas Government Code Section 551.072 for the purpose of deliberations regarding real estate.

- VII. Board Business Continued**
 - D. Consideration and possible approval of a Lease Agreement with Saltgrass, Inc. for a Saltgrass Steak House restaurant to be located on the Avenida de las Americas, Houston, Texas.

- VIII. Executive Session**
 - Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of deliberations regarding the duties and responsibilities of the Chief Strategy Officer, Houston Film Commission, related to the West Coast Initiative.

- IX. Board Business Continued**
 - E. Consideration and possible directive to the Houston First President & CEO regarding the duties and responsibilities of the Chief Strategy Officer, Houston Film Commission, related to the West Coast Initiative.

- X. Executive Session**
 - Executive (closed) session pursuant to Texas Government Code Section 551.071 for the purpose of consulting with an attorney.

- XI. Announcements**
 - Report by Houston First Chairman
 - Report by Houston First President

- XII. Adjournment** – The official business of the Board is concluded, but the Board Members are invited to attend a Holiday Reception immediately following at Kulture located on the first floor of the Partnership Tower.