

**HOUSTON FIRST CORPORATION**  
**MINUTES OF THE HOTEL COMMITTEE**  
**SEPTEMBER 13, 2016**

The Hotel Committee 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 in the 3<sup>rd</sup> Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Tuesday, September 13, 2016, commencing at 9:30 a.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 members participated in the meeting: David Solomon, Robert Sakowitz and Dawn Ullrich.

Chairperson Solomon called the meeting to order at approximately 9:33 a.m. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** A motion was made and duly seconded to approve the minutes of the June 13, 2016 Hotel Committee meeting as presented. Dawn Ullrich abstained from the vote as she was not present at the June 13, 2016 meeting.
3. **Presentations.** None.
4. **Updates.**
  - A. **Hilton Hotel Updates.** Jacques D'Rovencourt updated the Committee on the Hotel's performance for 2016, including year-to-date RevPAR, sellouts, Group ADR, construction updates and recent Hilton Americas-Houston awards. He followed with a discussion of the 2016 re-forecast vs. 2016 Owners budget and a year-to-date performance between Hilton Americas-Houston and its competitive set, and year-to-date Hilton big box rankings. In addition, he provided an update of various projects.  
  
Janice O'Neill-Cox provided a sales update on the booking positions for the period ended August of 2016 for 2016, August of 2016 for 2017, and August of 2016 for 2018. She continued with 2017 and 2018 pace acceleration action items.
  - B. **COO Report.** Peter McStravick spoke to Jones Lang LaSalle's monthly report dated July 2016. A copy of the report was emailed to members of the Committee prior to the meeting for review.

5. **Committee Business.**

- A. **Consideration and possible recommendation regarding the policy related to future convention services agreements.** Peter McStravick advised that approximately 3,000 hotel rooms had been added in the past three years and provided a handout indicating total room numbers for the downtown hotels. With the exception of the garage hotel on the north end of the George R. Brown Convention Center, he asked the Committee to consider recommending a hiatus on convention services agreements until June 2018 and the new supply is digested and it is determined if, and where, we need to incentivize. Following discussion on this item, a motion was made and duly seconded to recommend this item to the HFC Board for consideration and approval.

The meeting adjourned at approximately 10:58 a.m.

      /s/      

Pamela Walko, Secretary