HOUSTON FIRST CORPORATION

MINUTES OF THE THEATER AND CONVENTION DISTRICT OPERATIONS COMMITTEE

MAY 25, 2017

The Theater and Convention District Operations 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 at the Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Thursday, May 25, 2017, commencing at 3:30 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 members participated in the meeting: Desrye Morgan, Dean Gladden, Harry Greenblatt, and Dawn Ullrich. Tony Keane and Gerald Womack were absent.

Chairperson Morgan called the meeting to order at approximately 3:31 P.M. and a quorum was established.

- 1. Public Comments. None.
- 2. <u>Approval of Minutes.</u> After a motion duly seconded, the minutes from the May 16, 2017 Theater and Convention District Operations Committee meeting were approved as presented.

3. Committee Business

A. Consideration of and recommendation to the Board of Directors of a Food and Beverage Management Services Agreement. Chris Bigelow, of The Bigelow Companies, has served the foodservice industry with a focus on the public assembly market since 1974. He was introduced as the outside consultant who assisted Houston First Corporation with the selection process. Mr. Bigelow provided historical background on the food and beverage contract, which is a management services contract as required by the Internal Revenue Service. Following Mr. Bigelow's presentation, Robert Jackson, Sr. Vice President of Public Policy, provided information related to the RFP process that included publications and notices; respondents; RFP timeline; selection committee members; selection criteria; modifications to process; and, selection committee results. Following a thorough discussion on this item, a motion was made and duly seconded to recommend Levy Restaurants to the HFC Board of Directors for review and possible approval.

After a motion duly seconded, the meeting adjourned at approximately 5:00 P.M.

/s/	
Pamela Walko, Secretary	