

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE

DECEMBER 18, 2017

The Benefits and Compensation 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 Partnership Tower, 2nd floor, Conference Room One, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Monday, December 18, 2017, commencing at 11:30 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: Alex Brennan Martin, Bobby Singh, Elizabeth Brock, Ryan Gullion, Paul Puente and Dawn Ullrich. Council Member Dave Martin and Kevin O'Brien were absent. Board Members David Mincberg and Desrye Morgan were also in attendance.

Chairperson Brennan-Martin called the meeting to order at approximately 11:36 a.m. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the October 26, 2017 and November 8, 2017 meetings were approved as presented.
4. **Committee Business.**
 - A. **Consideration and possible approval of the 2018 Sales Bonus Program.** Tom Netting was in attendance to provide the findings of the Sales Plan task force. In summary, they found that the Sales Plan was fair and comparable to other incentive sales plans. He stated that the task force recommended that the payout structure be changed from 85% to 90%, which is in line with hotel programs. David Mincberg requested a list of positions, salary and bonus in dollars. The Committee would like to amend the policy to include a percentage hold from each quarterly dispersal, which would be reimbursed following the audit and confirmation of the metrics. A motion was made and duly seconded to approve the 2018 Sales Bonus Program as amended.
 - B. **Consideration and possible approval of the 2018 GHCVB Annual Membership Bonus Program.** Reggie Martin attended the meeting on behalf of the GHCVB Membership Committee and stated that the proposed bonus program was based on three-year growth goal for members. Further, he stated that there were two areas for revenue growth – membership dues increase and new tiers. Following discussion on this item, a motion was made and duly seconded to approve the 2018 GHCVB Annual Membership Bonus Program.

3. **Presentations.**

A. **Sexual Harassment.** Annette Goldberg provided details related to Houston First's sexual harassment policy and stated that the policy was reviewed and updated in the May 2017 employee handbook. All employees are required to attend annual training on sexual harassment. There are three methods in place for an employee to report harassment of any kind – through a hotline managed by a third-party, human resources or a supervisor. Ms. Goldberg stated that she would be open to input and/or ideas. Alex Brennan Martin suggested that Houston First include training on social media and that guidelines be included in the employee handbook.

6. **Executive (closed) session pursuant to Texas Government Code Section 551.04 for the purpose of deliberations regarding compensation, evaluation and/or duties for specific individual employees.** The Committee went into executive (closed) session at 12:26 p.m. and concluded executive session at approximately 1:15 p.m. No action was taken during executive session.

The meeting adjourned at approximately 1:16 p.m.

/s/ _____

Pamela Walko, Secretary