

HOUSTON FIRST CORPORATION

MINUTES OF THE BOARD OF DIRECTORS MEETING

January 13, 2014

The Board of Directors (the "Board") 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 3rd Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas, 77010, on Monday, January 13, 2014, commencing at 4:00 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 directors participated in the meeting: Ric Campo, David Arpin, Katy Caldwell, C.C. Conner, Jr., Irma Diaz-Gonzalez, Desrye Morgan, Richard Rabinow, and David Solomon were in attendance. Dawn Ullrich, CEO/President, was also in attendance. Not present were Winslow Jeffries, Hasukh Patel, and Deon Warner.

Chairperson Campo called the open meeting to order at 4:03 p.m. and a quorum was established.

1. **Public Comments.** None
2. **Review and approval of minutes from prior meeting.** After a motion duly seconded, the Minutes of the meeting of the Board of Directors on December 2, 2013 were approved (due to their absence at the meeting, David Arpin, Desrye Morgan and David Solomon abstained).
3. **Presentations – Convention District Projects.** Peter McStravick, joined by Marie Hoke and Fred Griffin, gave an overview of various Convention District projects, such as a garage and office tower on the north end of George R. Brown Convention Center, conceptual ideas for possible redesign of Avenida de las Americas and potential transit stations on the north and south ends of the GRB.
4. **Consideration of, and possible action on, entering into a Convention Services Agreement with ALH Properties No. Twenty One, L.P.** Peter McStravick provided the Board with an overview of the proposed Hampton Inn/Homewood Suites project. Nick Massad was present on behalf of ALH Properties No. Twenty One, L.P. This project was fully vetted at the Hotel Committee meeting on January 7, 2014 and it was determined that this development falls within the parameters of the Convention Services Agreement Policy and would enhance the Convention District's hotel package. After a motion duly seconded, the Board of

Directors approved and authorized Houston First Corporation to enter into a Convention Services Agreement with ALH Properties No. Twenty One, L.P.

4. **Consideration of, and possible action on, entering into a Convention Services Agreement with Block, 75 LLC.** Peter McStravick provided the Board with a description and overview of the proposed Hyatt Place. Hunter Goodwin, Oldham Goodwin Group and Mark Bramlett, Holliday Fenoglio Fowler, attended the meeting on behalf of Block 75, LLC. This project was fully vetted at the Hotel Committee meeting on January 7, 2014 and it was determined that this development falls within the parameters of the Convention Services Agreement Policy and would enhance the Convention District's hotel package. After a motion duly seconded, the Board of Directors approved and authorized Houston First Corporation to enter into a Convention Services Agreement with Block 75, LLC.
5. **Consideration of, and possible action on, an agreement with Encore Event Technologies, Inc. for audio-visual services at Hilton Americas-Houston.** Jacques D'Rovencourt of Hilton Americas-Houston provided a brief overview of the request for proposal process conducted by Hilton Supply Management and Hilton Americas-Houston for the in-house audio-visual services provider. This item was discussed in depth at the Hotel Committee meeting on January 7, 2014 and it was determined that Encore Event Technologies, Inc. was the provider that best suited Hilton's audio-visual requirements. After a motion duly seconded, the Board of Directors approved and authorized Hilton to execute an agreement with Encore Event Technologies, Inc. for audio-visual services at Hilton Americas-Houston.
6. **Consideration of, and possible action on, a contract with Andy Frain Services, Inc. for security guard services for all Houston First Corporation leased facilities.** Brenda Bazan directed the Board members to the information provided relative to the bid process for security guard services. Details were discussed at the Audit & Finance Committee meeting on January 13, 2014 and the committee agreed to recommend entering into an agreement with Andy Frain Services, Inc. for security guard services. After a motion duly seconded, the Board of Directors approved and authorized Houston First Corporation to execute a contract with Andy Frain Services, Inc. for security guard services for all Houston First Corporation leased facilities.
7. **Quarterly Stress Test.** Brenda Bazan provided an overview of financial position under various scenarios.
8. **Master Planning Process.** Dawn Ullrich handed out a long-range planning matrix regarding the status of the phases of various master plan elements that included the type of plan, consultant, initiation date, target completion date and responsible committee/staff.

9. **Announcements.**

- Mario Ariza provided information on the reception being held before The Passenger at 6:30p.m. on January 22, 2014 in Wortham's Cullen alcove.
- Luther Villagomez advised the Board of the press conference on January 14th announcing Big Brew 2014, a craft beer festival coming to the George R. Brown Convention Center in October 2014.

10. **Upcoming meeting.** The next Board of Directors meeting will be held late February, early March.

After a motion duly seconded, the meeting was adjourned at approximately 5:14 p.m.



Pamela Walko, Secretary