

MINUTES

HOUSTON FIRST CORPORATION

BOARD OF DIRECTORS MEETING
November 14, 2024, beginning at 8:00 A.M.
Partnership Tower, 701 Avenida de las Americas, Suite 200
Houston, Texas 77010
HOUSTON FIRST BOARD ROOM

The Board of Directors (“Board”) of Houston First Corporation (the “Corporation”), a Texas local 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 Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Thursday, November 14, 2024, commencing at 8:00 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.

- I. **Call to Order.** The meeting was called to order at 8:00 a.m. A quorum was established with the following Board Members in attendance: Jay Zeidman (Chair), Alex Brennan-Martin, Elizabeth Brock, Nicki Keenan, Shareen Larmond, Wea Lee, Ryan Martin, Roxann Neumann, Tom Segesta, Bobby Singh, Council Member Twila Carter (ex-officio), and Council Member Joaquin Martinez (ex-officio). Paul Puente was not in attendance.
- II. **Public Comments.** None.
- III. **Minutes.** Following a duly seconded motion, the minutes for September 26, 2024, were approved as presented.
- IV. **Presentations, Reports, and Updates.**
 - A. **Chairman’s Remarks**

Jay Zeidman, Chairman, welcomed new ex-officio Board Members, Council Member Twila Carter and Council Member Joaquin Martinez.

B. President & CEO Report

Michael Heckman, President and CEO, announced that the Corporation has been recognized as a Great Place to Work for a third consecutive year. He mentioned that State of the Visitor Economy was well attended and successful.

John Solis, Sr. Vice President of Sales and Client Services, provided an update on lead volume numbers. He reported an increase in leads and definite bookings and mentioned the sales goal.

Mr. Heckman briefly introduced David Tagliarino, Chief Commercial Officer.

C. Convention District Update

John Mooz, Senior Managing Director of Hines, provided an overview of the George R. Brown Convention Center South Expansion Project. He informed the Board that planning is underway and progressing to achieve timely completion. Mr. Mooz stated that certain critical work is being addressed prior to the start of construction, such acquisition, demolition and utility line work.

Mr. Mooz explained that Populous, the architect of record, is working to engage the diversity sub-consultant community through the B2G software program, the Corporation website, the Greater Houston Business Procurement Forum, and local chambers of commerce to achieve the 30% diversity goal.

Mr. Mooz commented on the North Houston Highway Improvement Project and the CenterPoint Substation.

V. **Board Business.**

A. Consideration and possible approval of a resolution electing and appointing the Officers of the Corporation.

Paula Whitten-Doolin, General Counsel, explained that the selection of officers is an annual obligation. She read the names and titles of the proposed slate of officers: Michael Heckman as President & CEO, Frank Wilson as Treasurer, Paula Whitten-Doolin as Secretary, and Frank Wilson as Investment Officer.

Following a motion, duly seconded, the Board approved the item unanimously proved.

B. Consideration and possible approval of a resolution approving the CY 2025 Corporation Budget.

Elizabeth Brock, Chair of Finance and Asset Management Committee reported that the committee met on November 7, 2024. This item was discussed and unanimously recommended for approval by the Board.

Mr. Heckman noted the budget strategies were developed with the convention district transformation in mind.

Frank Wilson, Chief Financial Officer, provided an overview of CY 2024 Budget vs 2024 Forecast. He explained that some capital will be funded from non-financed funds in 2024.

Mr. Heckman then reviewed the long-term strategic pillars and evergreen goals for the Corporation. He stated that the ongoing areas of focus will include strategic investments in advertising, marketing, and sales.

Mr. Wilson informed the Board Members that major revenue trends reflected in the budget have grown steadily from 2022. He also stated that the Hotel Occupancy Tax collections and Hilton net cash are expected to increase in 2025. He stated that revenue trends for food-and-beverage have also increased, though parking has decreased slightly.

Following a motion, duly seconded, the Board approved the item unanimously.

C. Consideration and possible approval of a resolution approving an Elevator-Escalator Maintenance and Repair Services Agreement with Kone, Inc.

Elizabeth Brock, Chair of Finance and Asset Management Committee reported that the committee met on November 7, 2024. She stated that the item was discussed and unanimously recommended for approval by the Board.

John Gonzalez, Sr. Vice President and General Manager, discussed the Request for Proposal for Elevator-Escalator Maintenance and Repair Services. He said that, after proposals were received, reviewed and scored by an evaluation committee, Kone Inc. was selected.

Following a motion, duly seconded, the Board approved the item unanimously.

D. Consideration and possible approval of a resolution approving a Task Order for enabling and infrastructure work design services with Jacobs Engineering Group, Inc.

Elizabeth Brock, Chair of Finance and Asset Management Committee reported that the committee met on November 7, 2024. She stated that the item was discussed and unanimously recommended for approval by the Board.

Paula Whitten-Doolin, General Counsel, briefly provided details of the new task order and reviewed the resolution with the Board Members.

Following a motion, duly seconded, the Board approved the item unanimously.

E. Consideration and possible approval of a resolution approving a Construction Contract with Gilbane Building Company and Flintco, LLC, a joint venture, for the George R. Brown Convention Center and Convention District Transformation Project.

Elizabeth Brock, Chair of Finance and Asset Management Committee, reported that the committee met on November 7, 2024. She explained that the item was discussed and unanimously recommended for approval by the Board.

Michael Desguin, Senior Vice President of Hines, discussed the two-step solicitation process for Construction Manager-at-Risk services. He stated that proposals received were reviewed and scored by the evaluation committee, resulting in Gilbane Construction Company and Flintco, LLC being selected.

Bobby Singh, Board Member, commented that he was glad to see interest in the project from Houston companies, including Hines.

Following a motion, duly seconded, the Board approved the item unanimously.

VI. Adjourn.

The meeting was adjourned at 9:16 a.m.