

HOUSTON PARKS BOARD LGC, INC.

MINUTES OF ORGANIZATIONAL MEETING
OF THE BOARD OF DIRECTORS

October 14, 2024

The undersigned, being the Secretary of HOUSTON PARKS BOARD LGC, INC., a Texas local government corporation (the "Corporation") pursuant to Subchapter D of Chapter 431, Texas Transportation Code, and Chapter 394, Vernon's Texas Codes Annotated, Texas Local Government Code, does hereby certify that the following are true and correct minutes of the meeting of the Corporation:

A. The meeting was duly called by the Corporation, by posting and sending written notice of the time and place of the meeting to each of the directors, at least three days prior to such meeting, in accordance with Section 394.022(b), Texas Local Government Code and Section 431.102, Texas Transportation Code.

B. A notice of the meeting was duly filed on October 9, 2024, in the same manner and same location as required of the City of Houston, in accordance with Section 431.004(d), Texas Transportation Code and Chapter 551, Texas Government Code, as amended.

C. The meeting was convened in conformance with the notice thereof on October 14, 2024. At such meeting a quorum of the Board of Directors of the Corporation (the "Board") was present. The members of the Board in attendance were the following: Barron Wallace, Barry Mandel, William Taylor, Tom Flaherty, Ann Lents, Chris George, Cullen Geiselman Muse, Andrew Price, Laura Spanjian, Don Woo, Jenny Philip, Tom Bacon, Alberto C. (Beto) Cardenas, Tantri Emo, and Dina Alsowayel.

In addition, present at the meeting were: Nicole Metoyer, Kira Elbert, Justin Schultz, Melanie Musgrove, Kay Walther, Melinda Carter, and Nellie Connally

Nicole Metoyer called the roll of the Board of Directors and verified that a quorum was present.

Chairman Wallace called the meeting to order at 12:15 p.m. and welcomed everyone.

Agenda

1. **Public Comments:** There were no public comments.
2. **Approval of the September 7, 2023 minutes**
Chairman Wallace made a motion to approve the minutes. The motion was seconded by Dina Alsowayel and carried by unanimous vote.
3. **Approval of Houston Parks Board LGC Budget and Audit for FY 2024.**
Chairman Wallace moved on to the topic of the budget and audit for FY 2024.

Melanie Musgrove (CFO/COO at HPB) asked Kay Walther (auditor with BVCAPA) to provide an overview of the audit.

Tom Bacon made a motion to approve the audit. This motion was seconded by Cullen Geiselman Muse and carried by unanimous vote.

Melanie Musgrove provided an overview of the budget.

Tom Bacon made a motion to approve the budget. The motion was seconded by Barry Mandel and carried by unanimous vote.

4. Approval of Resolution Adopting Investment Policy & Approval of Resolution Appointing Investment Officer

Melanie Musgrove gave an overview of the item.

Cullen Geiselman Muse made a motion to approve the resolution adopting investment policy & approve the resolution appointing investment officer. This motion was seconded by Ann Lents and carried by unanimous vote.

5. Approval of Resolution Establishing Addresses and Methods for Texas Public Information Act Requests.

Nelly Connally gave an overview of the item at the request of chairman Wallace.

Tom Bacon made a motion to approve the resolution establishing addresses and methods for Texas public information act requests. This motion was seconded by William Taylor and carried by unanimous vote.

6. Approval of Order Establishing a Records Management Program and Designating a Records Management Officer.

Chairman Wallace suggested refining language to say "... Beth White or staff designee shall serve as Records Management Officer...". This allows Beth to share responsibility with staff.

Laura Spanjian made a motion to approve (with the suggested edits) an order establishing a records management program and designating a records management officer. This motion was seconded by Tom Bacon and carried by unanimous vote.

7. Approval of Resolution Establishing Regular & Annual Meeting Dates.

Cullen Geiselman made a motion to approve the resolution establishing regular & annual meeting dates. This motion was seconded by Tom Bacon and carried by unanimous vote.

8. Park Projects Report

Justin Schultz, Chief Program Officer at Houston Park Board, presented a report of several park projects completed by Houston Parks Board in recent years.

The meeting was adjourned at 1:05 p.m.


Cullen Geiselman, Board Secretary
Date: 8/19/2025