



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

FEBRUARY 27, 2023 | 2:00 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 1/23/2023 (*Enclosure*)

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction

3.2.5 Fundraising

3.2.6 New Committee Members

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 EXECUTIVE SESSION

7.0 PUBLIC PARTICIPATION

8.0 ADJOURNMENT (*Action*)



2.0 READING OF THE MINUTES

2.0 MEETING MINUTES 1/23/2023 (*Enclosure*)

**Broadway Market Management Inc. (“BMMI”)
Board Meeting Minutes
Virtual (WebEx) & In Person (Broadway Market Community Room)**

Meeting Date, Time: Monday, January 23, 2023 | 2:00 p.m.

Members and Officers Present:

Peter Cammarata
Lisa Hicks
Raymond Nosworthy
Pearl Omphalius
Johanna Walczyk

Guests:

Mark Ernst
Alex Carducci
Kathy Peterson
Paul Ray
Aaron Zaretsky

1.0 CALL TO ORDER

Peter Cammarata, Board Chair, welcomed everyone in person and virtually and Johanna Walczyk, Senior Project Manager at Empire State Development, called the meeting to order at 2:07p.m. Johanna Walczyk called the roll of the Broadway Market Management Inc. board members. Peter Cammarata, Lisa Hicks, Pearl Omphalius and Johanna Walczyk attended in person. Raymond Nosworthy attended virtually. Roll call noted that quorum was not achieved. Peter Cammarata determined to proceed with the meeting as informational.

2.0 READING OF THE MINUTES

Peter Cammarata did not read the meeting minutes due to lack of quorum and stated that they would be reviewed and approved at the next Board Meeting. Peter stated that the next meeting will be February 27th in order to account for President’s Day.

3.0 NEW BUSINESS

3.1 BROADWAY MARKET UPDATE

Kathy Peterson provided an update on the status of the Market, post-Christmas blizzard and the vandalism that occurred. Kathy shared that Save-A-Lot experienced the most vandalism and had their safe broken into and cash stolen. She stated that approximately 12 vendors had their cash registers vandalized and some lost product. The Market is currently installing 24-hour security gates on the rear doors of the market and is replacing window and door glass that damaged. She clarified that the Market was never closed down or was being threatened to close.



Kathy Peterson provided an update on the upcoming Black History month at the market and that there would be additional vendors throughout the month. She stated that the Buffalo Bills Foundation planned to make a \$5,000 donation to a Broadway Market nonprofit to be used for providing \$25 gift certificates to use at 100 Buffalo-wide black owned businesses, for anyone who makes purchases at Black-owned businesses in the Market during Black History Month. Kathy asked the Board if BMMI could be the nonprofit to facilitate the gift certificate program. Peter Cammarata responded that since BMMI would be acting as a passthrough, no board approval was necessary to accept the funds.

Peter Cammarata then asked Kathy to provide a Broadway Market Project Update. Kathy stated that the prototype designs that were created were going to be shared with three firms to provide bids for a prototype to be built before Easter. Mark Ernst stated that they hoped to meet with contractors this week. Peter Cammarata asked if the contractors gave any perception of a schedule yet and Mark Ernst stated that they hadn't yet but would plan to ask that when they met.

Kathy Peterson mentioned that Shetice Jackson, the owner of Crazy Cakes inquired again about a space at the market. Kathy asked if she could be the prospective tenant of the new prototype space; this would have to be determined once the prototype was confirmed.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

Lisa Hicks reported that in Tuona Batchelor's absence, she would report for the committee. Lisa confirmed that the Board now has 9 members and that the committee agreed that there should not be any more board members added until the Nonprofit consultant comes on board and assists with Board development. Lisa stated that the Committee will still accept resumes and discuss the qualifications that need to be represented on the Board. Lisa Hicks mentioned that the Board needs to find a better place to meet in person that is more conducive to discussion and presentations – a space with walls and doors in the neighborhood without the background noise of the market. Lisa shared that she was looking into spaces for the next meeting.

Peter Cammarata stated that the Executive Order for to allow virtual meetings that was issued by the Governor in response to the COVID-19 pandemic had been suspended and that all future BMMI meetings should be in person, with in-person voting to be allowed in most cases. Peter Cammarata suggested that starting with the next month's meeting, all Board Members should attempt to be there in person.

3.2.2 Audit and Finance

Lisa Hicks reported on behalf of Jim Rykowski in his absence. Lisa stated that Bank Account has been set up and that Kathy Peterson and Lisa Hicks are the signatories on the account and need to go to the bank in person to finalize the account set up. The debit card for the account is assigned to Kathy Peterson.

3.2.3 Operations, Tenant leasing and Programs

Pearl Omphalius provided the report out that the committee is reviewing the leasing process as it currently stands and that the committee discussed the need for a master agreement with the city in order to guide the lease with the tenants. She reported that



the committee discussed how equipment should be included in the lease if the bakery could stand on its own with new equipment. Pearl reported that the committee discuss eviction practices and the possibility of a marketing plan for security and Pearl suggested that idea of the mayor doing a blurb on his Sunday program about how the market is open. All communications regarding security marketing were tabled by the group for a future discussion. Pearl shared the committees suggestions of new requirements that could be collected by prospective tenants at lease negotiation including reference checks, credit reports, past financials, % of sales rent where discussed.

Lisa Hicks reported that Kathy Peterson and herself have met regarding master lease with the city attorney's office and that they will be meeting with City attorney every two weeks until they have solid draft of master lease for discussion and approval. Peter Cammarata asked if the city attorney is aware of need to speed master lease along and Lisa concurred that yes, he is. Aaron Zaretsky shared that he provided a draft of tenant leasing policies and suggested that the committee review them in preparation for discussion with City's legal team. Aaron Zaretsky also shared that he had presented samples of Master Leases, that he collected from other markets around the country to be reviewed. Lisa Hicks stated that she would recirculate them with the committee.

3.2.4 Development and Construction

The Development and Construction Committee did not meet; there were no updates.

3.2.5 Fundraising

There were no updated from the Fundraising Committee.

Peter Cammarata stated that it would be good to have additional involvement on the committees by Board members and asked that Ray Nosworthy consider joining. Ray Nosworthy agreed to participate.

4.0 MONTHLY FINANCIAL REPORTS - NO UPDATE

Peter Cammarata stated that there were no financial reports to provide.

5.0 TABLED ITEMS

Peter Cammarata stated that there were no tabled items to discuss.

6.0 EXECUTIVE SESSION

Peter Cammarata stated that there was no need for an executive session.

7.0 PUBLIC PARTICIPATION

Peter Cammarata stated that there was no need for discussion on public participation.

8.0 ADJOURNMENT (Action)

Peter Cammarata stated that the meeting was to end and the next meeting would be February 27th.



Respectfully submitted,

By:  _____

Johanna R. Walczyk, Broadway Market Management Inc, January 23, 2023

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF FEBRUARY 27, 2023)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Lisa and Kathy are working with other City officials to complete the transition.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	Completed	CJAM Consulting has been hired. Start date tbd
3	Launch Search for Deputy Director and Facilities Manager	TBD	In process of drafting job descriptions. They will be circulated to board members for review.
4	Begin Short-Term Improvements Designs	In progress	Prototype vendor stall designs completed. One quote received. Cost and timeline prohibitive. Will revisit after the Easter season. A prototype vendor display will be constructed in the community room in time for the Easter season.
5	Procure Business Plan Implementation Support	In progress	Draft RFP is being reviewed by City and BMMI staff. It will be circulated to board members for review before it is released.

Upcoming Tasks



Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q1 hire.
2	Short-Term Capital Improvements	TBD	Prototype vendor stalls to be started soon after a contractor is selected. Specifications for roof repairs will be ready early in Q1.
3	Kick-off Long-Term Renovations Design Process	TBD	Draft RFP is being reviewed by City and BMMI staff. It will be circulated to board members for review before it is released.
4	Hire Website & Marketing/Communications Support	TBD	Need to wait for new staff and business plan implementation consultant to be hired.
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	TBD	Need to wait for new staff and business plan implementation consultant to be hired.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.2 Audit and Finance - no update

3.2.3 Operations, Tenant leasing and Programs

3.2.4 Development and Construction

3.2.5 Fundraising - no update

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

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