



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

MARCH 20, 2023 | 1:00 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 2/27/2023 (*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 2/27/2023 (*Enclosure*)

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

FEBRUARY 27, 2023 | 2:00 pm | In person at 1021 Broadway

Members and Officers Present:

Peter Cammarata
Lisa Hicks
Chris Del Prince
Pearl Omphalius
Atiqur Rahman
Johanna Walczyk

Guests:

David Burke
Alex Carducci
Phil Lowry
Linda Lund
Kody Omphalius
Kathy Peterson
Shree Siwakot

1.0 CALL TO ORDER

Johanna Walczyk called the meeting to order at 2:10PM. Jim Rykowski, Tuona Batchelor, Ray Nosworthy were not present.

2.0 READING OF THE MINUTES

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

Lisa Hicks motioned to approve Nov 21, 2022, and Jan 23, 2023, Board Meeting Minutes and the motion was seconded by Atiq Rahman. All voting members were in favor.

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

Kathy Peterson provided an update and stated that BMMI accepted its first check from the Bills Foundation for the Buy Black Buffalo Event at the Market for Black History Month.

Kathy Peterson stated that CJAM was hired as the Nonprofit Technical Support Group and that UBRI and ESD will be supporting BMMI and integrating CJAM into the Project Team. Lisa Hicks reported that CJAM will hopefully be starting in late March early, April and will be traveling regularly to Buffalo.



Lisa Hicks addressed the board that they are an integral part of the process and that the work with the consultant might require full days of engagement with the Board Membership. Lisa Hicks stated that a primary example of this would be the establishment of the mission and goals and that they are adopted by the board members. Lisa then asked the board to determine what their start date would be, and the board decided that ultimately, the week of April 17th would be best since it will be post-Easter and the April Board meeting is scheduled for that day. Lisa Hicks is to confirm with UBRI/ESD about this being the start date. Johanna Walczyk added for the Board knowledge that based on the proposal review, the firm is particularly qualified to engage in this project based on its prior experience assisting nonprofits engaged in cultural facility management. Atiq Rahman asked how often the consultants will be available to come to Buffalo and Lisa Hicks confirmed that they will be coming at least 4 times in the 6-month contract and that the remainder of the engagement will be virtual.

Kathy Peterson reported that the job descriptions for additional BMMI staff are still being worked on and will be released once the work with the nonprofit consultant is under way.

Kathy Peterson stated that the vendor stalls will not be built for Easter due to time constraints and cost estimates received that were significantly over budget. Because the prototype stall will not be produced for this easter, the current produce stand will be used for produce. The prototype stall designs will be on display to scale in the community room and Peter Cammarata stated that the real prototype will be included in Phase 1.

Kathy Peterson stated that the RFP for business plan implementation assistance will be released in the coming months and is under review at ESD procurement at the moment and that the procurement for the Architecture & Engineering scope will be released in the subsequent months of the Business Plan being release. Kathy added that the vendors were inquiring about when they will be able to discuss space their new spaces with the A&E team.

Peter Cammarata asked for an update on the roof repairs. Kathy Peterson shared that Erika from Watts Engineering reached out to Tremco acting as the City's contractor, which paid a visit to the Market on Thursday and there was then a leak the following day – it was the roof drains near the garden that had to be cleaned out weekly. Kathy stated that the Tremco should be producing a quote for the repairs in the coming weeks. Peter Cammarata asked Linda Lund, from Babcia's Pierogi – a guest attendant – if the roof was still leaking in her vendor stall. Peter also stated that the roof is a temporary repair to protect the spaces now in anticipation of the larger project. Peter Cammarata asked if Lisa Hicks and Johanna Walczyk if they had anything to add as members of the Project Team, and they said no.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

Lisa Hicks provided the update in the absence of Tuona Batchelor and stated that the committee is in the process of requesting that the Mayor submit his letter of resignations from the board and that the committee is still awaiting its recommendation



from Council Member Nowakowski for his slot. The committee is still requesting Board participation, recommendations for new skill sets. Will then work with the consultants to help determine and fill these needed positions. Tuona Batchelor is keeping a list of names of people who might be interested or would be a good fit but they are holding off on actual placement of new members.

Peter provided historical context for new members and guests that Buffalo Urban Renewal Agency had a dormant 501(c)3 that was then transferred over from BURA to BMMI which is why there were outstanding board members that were resigning from the board.

Lisa Hicks stated the next governance meeting will be February 28th at 11:30AM

3.2.2 Audit and Finance

In Jim Rykowski's absence, Lisa Hicks provided the report out from the last meeting. Lisa stated that Jim Rykowski, as a former Vice President of a financial institution, had inquired as to when an accountant would be assigned to BMMI. Lisa stated that this will be addressed during the engagement with the consultant team at CJAM, along with an eventual RFP for an accountant, and that in the interim, Tracy Cooley, the finance staff for BURA will continue to monitor and ensure that BMMI is maintaining all of its adequate financials and that she is keeping track of everything in the "Paris" system on BMMI's behalf. Lisa also stated that Tracy Cooley and Kathy Peterson created a process for documenting all transactions in the BMMI bank account. Lisa also stated that eventually there will be more robust monthly financial and quarterly reporting.

Peter Cammarata reported that he has been working on obtaining Directors and Operators Insurance and has been in direct contact with Lawley Insurance in order to obtain pricing. Peter stated that he plans to have a report out on pricing at the next Board meeting.

Lisa Hicks stated that the next committee meeting is on March 7, 2023, at 11:00AM.

3.2.3 Operations, Tenant leasing and Programs

Pearl Omphalius reported out on the committee meeting and noted that she invited C District community police officer Shree Siwakot to attend today's meeting. Pearl shared a summary sheet of the meeting and stated that at the last meeting, the Committee reviewed Public Market Developments Tenant Leasing Guidelines and discussed updating current guidelines in accordance with his recommendations. Pearl stated that Jesse from Wholesome Halal and Sweets wants to wait until after Easter to move in and wants to get his lease approved. Pearl noted the eviction of the current tenant and Kathy Peterson stated that Monday March 6th, the eviction goes to the Supreme Court, will likely take 30 days to process if vendor is actually evicted. Pearl asked Kathy if it would be possible to pipe and drape around the space for its presentation during Easter week and Kathy said that it would have to wait until everything is finalized. The board members discussed if there was anything else that could be done to make the space more presentable for the Easter season and all ultimately agreed that it was not



worthwhile to engage in anything while the eviction process is underway. Lisa Hicks shared that the City has offered several choices for relieving said tenant of their multiple months of nonpayment and with no success for these options, had to proceed with the legal eviction process.

Pearl reupped the previously tabled conversation regarding the Marketing plan created by Kody Omphalius to address some of the safety perceptions at the market, especially since the May 14 shooting. It was noted that the Police working in the Police substation should be invited into the conversation regarding safety. Pearl noted that she has experienced an increased amount of loitering in the market and Kathy responded that she will be meeting with the C-District police in advance of Easter.

Lisa Hicks reported that the Drafting the master lease between BMMI and the City of Buffalo is in process and that BMMI would be the landlord of all the subtenants. Lisa stated that they are working with the City Counsel, Peter Cammarata and Aaron Zaretsky to review and develop the language particularly about default. Lisa stated that this working group is reviewing a lot of options for leases as well as developing a Term Sheet. Lisa stated that the next steps would be to have the BMMI board review it, then ESD/UBRI review it, and then the Board would provide the final review. Lisa stated that the next committed meeting would be 3/7 at 9:30AM.

Outside of the Committee report, Lisa asked the Community Police officer to express his concerns about the roof being activated. Office stated that there is a walking presence at the Market and in the Broadway Market neighborhood and Lisa reminded the Board and the guests that the roof activation that was demonstrated in the 2021 Business Plan was just a plan, and that every element included in it is up for review and ultimately still needs to be formerly designed, and fully funded.

Walking patrol would have to be increased to 7 days – its currently only 3 days. Lisa talked about the plans for the market are creating additional development and investment in parks, sidewalks, etc.

3.2.4 Development and Construction

There was no update from this meeting. Johanna Walczyk noted that committee meetings were not showing up on their calendars, several members agreed. Feb 8th was the last meeting.

3.2.5 Fundraising

Lisa Hicks stated that this committee needs to find a better time for the committee meetings and Peter Cammarata stated that he will join this committee. Lisa stated that they will plan for 3/8 for the next meeting.

3.2.6 New Committee Members

Peter Cammarata stated that Lisa Hicks covered this in governance report out.



4.0 MONTHLY FINANCIAL REPORTS

Peter Cammarata stated that Lisa Hicks covered this in the Finance review.

5.0 TABLED ITEMS

Peter Cammarata stated there were no tabled items.

6.0 EXECUTIVE SESSION

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

7.0 PUBLIC PARTICIPATION

Peter Cammarata asked if any of the public participants had any questions or comments of which there were none.

8.0 ADJOURNMENT (*Action*)

Lisa Hicks motioned to adjourn. Chris Del Prince seconded and all were in favor.

Peter Cammarata stated, and the Board agreed that the next meeting on Monday March 20th would be moved to 1PM to accommodate Board Members scheduling challenges.

Respectfully submitted,

By:

Johanna R. Walczyk, Broadway Market Management Inc, February 27, 2023



3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF MARCH 13, 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. First meeting scheduled for Monday, April 17, 2023, in room 901 City Hall.
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	Possible release of RFP week of 3-13-2023.

Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 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 Q2.
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

6.0 EXECUTIVE SESSION

7.0 PUBLIC PARTICIPATION

8.0 ADJOURNMENT (*Action*)