



# BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

May 15, 2023 | 1:00 pm | In Person

## AGENDA TOPICS

### 1.0 CALL TO ORDER

### 2.0 READING OF THE MINUTES

#### 2.1 MEETING MINUTES 3/20/2023

### 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

### 4.0 MONTHLY FINANCIAL REPORTS

### 5.0 TABLED ITEMS

### 6.0 PUBLIC PARTICIPATION

### 7.0 EXECUTIVE SESSION

### 8.0 ADJOURNMENT (*Action*)



## 2.0 READING OF THE MINUTES

2.0 MEETING MINUTES 3/20/2023 BOARD MEETING  
 TO BE DISTRIBUTED ON MAY 15, 2023

NO APRIL 17, 2023, BOARD MEETING HELD, BOARD TRAINING WITH CJAM

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

### **BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF MAY 8, 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 was held on Monday, April 17, 2023
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 be revisited after A&E company is hired.
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	Both RFPs were released. ESD Business Plan Implementation proposals due 5/15 Architecture and Engineering proposals due 6/14.



## Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q4 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 Q3.
3	Kick-off Long-Term Renovations Design Process	TBD	Business Plan Implementation Support and Architecture and Engineering Proposals due 5/15 & 6/14 respectively
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.

### 3.3 BOARD COMMITTEE REPORTS

3.3.1 Governance

3.3.2 Audit and Finance

3.3.3 Operations, Tenant leasing and Programs

3.3.4 Development and Construction - no update

3.3.5 Fundraising - no update

### 4.0 MONTHLY FINANCIAL REPORTS

### 5.0 TABLED ITEMS

### 6.0 PUBLIC PARTICIPATION



7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)