



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

June 26, 2023 | 1:15 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 5/15/2023

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

3.2 CJAM UPDATE

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

3.3.5 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 5/15/2023 - TO BE DISTRIBUTED PRIOR TO BOARD MEETING.

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 – 6/27 meeting scheduled with several RFP respondents. 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. |



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|---|---|-----|---|
| 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 | Pending selection of companies for Business Plan Implementation and A&E. |
| 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 CJAM UPDATE

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

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