



# BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

July 17, 2023 | 1:15 pm | In Person

## AGENDA TOPICS

### 1.0 CALL TO ORDER

### 2.0 READING OF THE MINUTES

#### 2.1 MEETING MINUTES 6/26/2023

### 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 6/26/2023



# BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

*June 26, 2023 | 1:15 pm | In Person at 1021 Broadway, 4<sup>th</sup> Floor*

### Members and Officers Present:

Peter Cammarata  
Chris Del Prince  
Pearl Omphalius  
Jim Rykowski  
Johanna Walczyk

### Guests:

Phil Lowry  
Dan Potts, Potts Deli, and Grille  
Jim Malley, Lewiston Jams  
Jeff Burke, Burke Sportz  
Kathy Peterson  
CJAM consultant team (virtually)

### 1.0 CALL TO ORDER

Peter Cammarata called the meeting to order at 1:19 and role was taken by Johanna Walczyk.

### 2.0 READING OF THE MINUTES

#### 2.1 MEETING MINUTES 5/15/2023

Peter Cammarata made a motion to approve the May Minutes. Jim Rykowski motioned to approve. Chris del Prince seconded. Peter asked if there were any questions and approved.

### 3.0 NEW BUSINESS

#### 3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

Kathy Peterson provided the project update. She noted that the Business Support Services proposals were received, and that the selection committee is conducting interviews with three



project teams on June 27<sup>th</sup>. Kathy stated that the goal would be to have the consultant on board by late summer.

Kathy Peterson share that the Architect and Engineering proposals were due on June 21<sup>st</sup> and that the selection committee would be reviewing them soon. Johanna Walczyk stated that ESD aimed to bring this team on in October.

Kathy also reported that the CJAM nonprofit consultant team's work was in process and that they would be joining the board meeting for a planning session.

Kathy Peterson reported that Paul Ray from ESD visited the market on June 23<sup>rd</sup> and began to assess the vacant vendor space for its conversion to a public meeting room and community space.

Kathy Peterson also reported that Tremco roofing is working with ESD and the City of Buffalo's DPW to determine a scope for the roof repair as Tremco is a subcontractor with the city of Buffalo. Kathy reported that the team is waiting for the proposals from Tremco and in the interim, the 2<sup>nd</sup> & 3<sup>rd</sup> floor parking ramps and roof top garden are closed because upon inspection, Tremco advised that cars should not drive on the roof. Jim Rykowski asked what the plan for the scope was and Kathy stated that the goal was to have it will be repaired now and then redone during the larger scope.

Kathy Peterson reported that she and Lisa Hicks attended the International Public Market conference in Toronto, ON and that it as a valuable experience to learn about public markets across North America and to meet with peers in the field.

Peter Cammarata asked if there were any comments or questions on the Project Update. Peter noted that the packet should be updated with a June date. Kathy Peterson noted. Peter Cammarata asked Kathy to add that Johanna, Paul T and PC are working on updating the lease to Task #1. Peter also suggested that Task #3 be updated with the revised dates of when the new consultant teams will come on board.

### 3.2 CJAM UPDATE

Peter Cammarata requested if there was any objection to adding an update from the CJAM Consultant team to the agenda. With no objections being heard, Peter stated that although it was not an executive session, he asked that all guests of the meeting keep the content of the presentation confidential. All were in favor.

### 3.3 BOARD COMMITTEE REPORTS

#### 3.3.1 Governance

Kathy Peterson noted that there were no updates from Tuona Batchelor as the committee is awaiting the results of the CJAM team.

#### 3.3.2 Audit and Finance



Kathy Peterson shared that she sent the current account summary as of June 22 to Bill Ferguson and Ray Nosworthy and that Bill is being updated on the requirements of the PARIS System.

### 3.3.3 Operations, Tenant leasing and Programs

Pearl Omphalius reported that the committee discussed “That Greek Guy” bakery move in and an update on the other baker Jesse.

Pearl Omphalius reported Master lease has been delayed and Peter Cammarata stated there is some frustrations regarding the delays, but City staff have been attending to personal matters have put the master lease a bit behind. Peter Cammarata stated that by the mid-July meeting we hope to have a more robust report.

Pearl Omphalius stated that the committee also discussed some general concerns about security as well as new efforts on arts for learning, Easter, and Mother’s Day recap. She stated that the committee decided that participating in the kids’ fun day will be too soon and that there wasn’t enough time to appropriately plan. Pearl said that the committee suggested that there are quarterly tenant meetings and Johanna Walczyk asked if it would be helpful to schedule quarterly, or even twice a year meeting for the tenants and the project team. Pearl Omphalius agreed that this would be helpful, and Johanna Walczyk stated that ESD and COB will discuss and come up with a plan.

Johanna Walczyk stated that ESD would like to schedule regular update meetings for tenants once consultants are on board. General conversation occurred on the question of a regularly scheduled tenant meeting and the difference between a tenant meeting and a tenant project update meeting.

Peter Cammarata asked if we should cancel the other committee meetings for July. Kathy Peterson stated that she wanted to keep the Tenants & Operations meeting and that we could cancel all other committee meetings. All were in agreement.

### 3.3.4 Development and Construction

No update as the committee did not meet.

### 3.3.5 Fundraising

No update as the committee did not meet.

## 4.0 MONTHLY FINANCIAL REPORTS

Peter Cammarata asked if we ever got the \$20,000 check from Highmark. Kathy Peterson reported that BMMI got all the Buy Black Buffalo checks distributed. Kathy reported that Highmark was having challenges depositing for the money due to federal tax ID status of BMMI, which might be under BURA Inc. Kathy will be exploring this and suggested that if it didn’t work, she could deposit the check to the Friends of the Market and then transfer to BMMI.



Kathy Peterson reported that as of June 24<sup>th</sup>, the balance in the account is \$21,249 and will be used for the painting and upgrades to the community room.

#### **5.0 TABLED ITEMS**

Peter Cammarata stated there were no tabled items.

#### **6.0 PUBLIC PARTICIPATION**

Peter Cammarata offered the public to comment. There was no public comment.

#### **7.0 EXECUTIVE SESSION**

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

#### **8.0 ADJOURNMENT (*Action*)**

Peter Cammarata requested that the meeting adjourn. Jim Rykowski motioned approval and Chris Del Prince seconded. All were in favor. Peter stated that July 17<sup>th</sup> is the next meeting and that CJAM will be here in person.

**Respectfully submitted,**

**By:**

Johanna R. Walczyk, Broadway Market Management Inc, June 26, 2023



### 3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

## **BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF JULY 10, 2023)**

### Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Lisa H., Kathy P, Johanna W., Paul T and Peter C. 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 will be attending the July 17 meeting. The mission and vision statements will be completed at this board meeting.
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	ESD Business Plan Implementation – selection of firm is pending ESD’s procurement office to provide MWBE evaluation. Twelve Architecture and Engineering proposals are being reviewed with the first round of scores due July 21. Final scores due August 15, 2023.

### 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	October 2023	Business Plan Implementation – contract tentatively scheduled for ESD’s board meeting in late July. Architect & Engineering – interviews scheduled for the week of August 7 with selection committee.
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 - no update

3.3.2 Audit and Finance - no update

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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