



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

August 21, 2023 | 1:15 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 7/17/2023

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 7/17/2023 (TO BE GIVEN OUT AT BOARD MEETING)

3.1 BROADWAY MARKET PROJECT UPDATE (Enclosure)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF AUGUST 14, 2023)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Committee consisting of Lisa H., Kathy P., Johanna W., Paul T. and Peter C. are working with City of Buffalo officials to complete the transition.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	Completed	CJAM Consulting will be providing a review of Governance documents provided to the board.
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	TBD	Pending Business Development Firm and Architect & Engineering Company start dates.
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	Business Plan Firm in contract process with ESD. Architect & Engineering interviews completed week of August 7, 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	Pending
3	Kick-off Long-Term Renovations Design Process	TBD	Aiming for Q1 2024
4	Hire Website & Marketing/Communications Support	TBD	Aiming for Q2 2024
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	TBD	Aiming for Q2 2024

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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