

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

February 12, 2024 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 12/18/2023

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



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

December 18, 2023 | 1:30 pm | In Person at City Hall, Room 901

Members and Officers Present:

Peter Cammarata
Tuona Batchelor
Lisa Hicks
Raymour Nosworthy
Atiqur Rahman
Johanna Walczyk

Guests:

Alex Carducci
Kathleen Peterson



3.0 Call to Order

Peter Cammarata called the meeting to order at 1:36PM. Attendees stated their presence for the purpose of the roll call and quorum. Quorum achieved.

4.0 READING OF THE MINUTES

2.1 Meeting minutes November 20, 2023

Peter Cammarata called for the November 20th meeting minutes to be approved. Approval was motioned by Tuona Batchelor seconded by Raymour Nosworthy and all were in favor.

3.0 NEW BUSINESS

3.1 Broadway Market Project Update

3.2 Board Committee Reports

3.2.1 Governance

3.2.2 Audit and Finance

3.2.2 Operations, Tenant leasing and Programs

3.2.4 Development and Construction

No update to report. The Committee did not meet.

3.2.3 Fundraising

No update to report. The Committee did not meet.

5.0 Monthly Financial Reports

No new items to report.

6.0 Tabled Items

Peter Cammarata stated there were no tabled items to discuss.

6.0 Public Participation

No members of the public were present.

7.0 EXECUTIVE SESSION

Peter Cammarata called to enter Executive Session to discuss procurement policy.

8.0 ADJOURNMENT (*Action*)

Meeting was adjourned due fire alarm activation on site.



Respectfully submitted by,

Johanna R. Walczyk, Broadway Market Management Inc, December 18, 2023

3.0 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	TBD	CJAM Consulting has completed their contract. In process of drafting legal and accounting details.
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	Pending revised quotes for Broadway Market Gallery Space
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	Flynn Battaglia Architect & Engineering Co.'s contract has been signed. A Team Introduction meeting will be held on Thursday, February 8. James Lima Planning & Development team has reviewed CJAM documents and provided comments. These comments will be distributed at the February board meeting. James Lima P & D is also pulling together information for the Ralph C. Wilson



			grant application. Application will be reviewed by BMMI in mid-February, Grant deadline is March 4, 2024.
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Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 2024 hire.
2	Short-Term Capital Improvements	TBD	Pending
3	Kick-off Long-Term Renovations Design Process	TBD	Aiming for Q2 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

3.2 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 - no update

3.2.5 Fundraising - no update

4.0 MONTHLY FINANCIAL REPORTS

5.0 TABLED ITEMS

6.0 PUBLIC PARTICIPATION

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)