

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

November 15, 2024 | 1:30 pm | In
Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 10/21/2024

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

3.3 SPONSORSHIP OPPORTUNITY

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 Will be distributed at board meeting



3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF AUGUST 9, 2024)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Term sheet, with comments from City Law Department, is being reviewed by COB Department of Public Works and Finance Commissioners. JLP&D has presented three different scenarios for discussion with the Lease Committee. Lease committee next meeting is 11/14/2024.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Kirisits & Associates has been hired for general accounting and bookkeeping. Meet and Greet with Governance and Finance Committee is scheduled for November 14, 2024
S	Launch Search for Deputy Director and Facilities Manager	Pending	Job descriptions have been completed by JLP&D. They will be circulated to board members for review.
4	Begin Short-Term Improvements Designs	TBD	
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	City of Buffalo Common Council approved BMMI moving forward with Part One of Historic Tax Credit application. RFQ being reviewed for Construction Manager. A&E team finalizing draft of schematic for cost estimation. Robert Lavala and Hugh Boyd will be scheduling meetings with market vendors in January 2025 to discuss proposed locations, equipment and space needs.



Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q2 2025 hire.
2	Short-Term Capital Improvements	TBD	Pending
3	Kick-off Long-Term Renovations Design Process	TBD	Aiming for Q1 2025
4	Hire Website & Marketing/Communications Support	TBD	Aiming for Q1 2025
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	In progress	BMMI will be submitting a grant to NYS Agriculture & Markets for \$3 million in capital needs. Grant deadline is 11/22/24. Money will be used to build out Meat, Fish, Pierogi, and Produce stands. JLPD has taken the lead on this responding to grant narrative questions and other grant requirements.

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

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