

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

February 24, 2025 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 MEETING MINUTES 01/27/2025 (WILL BE DISTRIBUTED AT THE MEETING)

3.0 NEW BUSINESS

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

3.2.1 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



3.0

3.1 BROADWAY MARKET PROJECT UPDATE

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF FEBRUARY 18, 2025)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Kevin Zanner and Lisa Hicks are continuing to work on the BMMI term sheet with COB attorney. A decision has yet to be made on the parking structure. Next lease meeting scheduled for Thursday, February 20.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Construction Manager RFPs are being reviewed. Legal and accounting sub-contractors on board.
3	Launch Search for Deputy Director and Facilities Manager	Pending	Pending release of Ralph C. Wilson Funds.
4	Begin Short-Term Improvements Designs	TBD	
5	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	JLP&D discussed the timeline for vendor engagement to be pushed back until after the completion of the Easter season. A courtesy briefing for the community on major conceptual changes may be presented during Easter. Flynn Battaglia discussion on project redesign and next steps given the gap between the current budget and Schematic Design cost estimate.



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 Q2 2025
4	Hire Website & Marketing/Communications Support	TBD	Aiming for Q3 2025
5	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	TBD	BMMI has submitted a grant to NYS Agriculture & Markets for \$3 million. Decision pending.

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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