

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

May 19, 2025 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 March 24, 2025, Board Meeting minutes

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 the 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	The term sheet is completed. A few questions remain with the COB before the lease for will be complete. The plan is to present the lease to the Common Council in June. Tracy Healey is compiling the PARIS information requested by NYS ABO.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Kirisits & Associates have been hired for general accounting and bookkeeping. Staff hiring is pending lease completion and release of Ralph C. Wilson Foundation Funds.
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	RFP scoring is complete for the Construction Management Company. Waiting for the timeline to on-board selected company.



Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q3 2025 hire.
2	Short-Term Capital Improvements	TBD	Pending
3	Renovations Design Process	In progress	Robert LaVala, sub-contractor with JLP&D, and Hugh Boyd, sub-contractor with Flynn Battaglia, will be scheduling individual vendor meetings for early June to discuss vendor placement in design.
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	In progress	Recipients of the NYS Agriculture & Markets grant should be notified soon. BMMI submitted a grant request for \$3 million.

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

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