

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

August 18, 2025 | 1:30 pm | In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 June 16, 2025, and July 21, 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 lease and management agreement were approved by the Common Council at the July 22nd council meeting. Final approval is pending the insurance and lease being approved to form by the Law Department, then Mayor Scanlon's signature. 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. Human Resource RFP was released the week of August 4. Deadline for RFP submittal is 9/3/25. 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	Construction Management Company's contract is scheduled for the Empire State Development June Board meeting. A formal announcement will then be made.



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	Hugh Boyd returned to the market on July 31 and August 1 to meet with certain vendors to review space and equipment placement. Hugh and Robert plan to return to the market in mid-September to review vendors' equipment placement and space. Vendors will then be asked to sign off on this. Hugh and Robert explained that the construction covers lights, three-bay sink, cooler/freezer and walls. Vendors are responsible for equipment and design for retail portion of space. All equipment and designs must be approved by Hugh Boyd and Robert LaVala.
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		BMMI did not receive the NYS Agriculture and Markets Grant.

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

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8.0 ADJOURNMENT (*Action*)