

# BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

September 16, 2025 | 1:30 pm |  
In Person

## AGENDA TOPICS

### 1.0 CALL TO ORDER

### 2.0 READING OF THE MINUTES

2.1 August 18, 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 SEPTEMBER 09, 2025)**

##### Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	Final approval of lease 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	Human Resource RFP deadline to submit is 9/10/25. Staff hiring is pending lease completion and release of Ralph C. Wilson Foundation Funds.
3	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	Procure Business Plan Implementation Support and Architecture and Engineering	In progress	Buffalo Construction Company (BCC) has been hired to coordinate construction. They are currently working on customer flow during construction.



## Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q1 2026 hire.
2	Renovations Design Process	In progress	Hugh Boyd and Robert LaVala, plus members of the JLPD and Flynn Battaglia teams, will be returning to the market on October 7 & October 8. 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.
3	Hire Website & Marketing/Communications Support	TBD	Aiming for Q3 2025
4	Develop a Fundraising Plan and Capital Campaign for Additional Operations and Capital needs	TBD	

### 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*)