

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

October 20, 2025 | 1:30 pm |
In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 September 16, 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



BROADWAY MARKET MANAGEMENT INC. BOARD MEETING MINUTES

September 16, 2025 / 1:30 pm | In Person at 999 Broadway

Members and Officers Present

Tuona Batchelor
Peter Cammarata (Chair)
Chris DelPrince
Dave Franczyk
Linda Lund
Pearl Omphalius
Atiqur Rahman
Johanna Walczyk

Guests

Kathy Peterson
Deborah Cohen
Siobhan Maloney (scribe)

Members Excused

Lisa Hicks
Jim Rykowski

3.0 CALL TO ORDER

Peter Cammarata called the meeting to order at 1:38 p.m.

Cammarata asked for a brief ad hoc meeting of the Governance Committee. He, Walczyk and Batchelor discussed how a small change to the bylaws would benefit the Board composition. Batchelor read the language from Section 2 of the Bylaws as it currently reads and suggest that they change it to read The Directors will include the Executive Director or Designee from the Mayor's Office of Strategic Planning. Batchelor made the motion to accept this change, Cammarata made second motion. All governance committee members were in favor. The Governance meeting was adjourned at 1:45 p.m.

2.0 READING OF THE MINUTES

The August 18, 2025, meeting minutes were circulated with no changes requested. Franczyk and Batchelor made first and second motions to approve them, respectively. The motion carried.

3.0 NEW BUSINESS

3.1 Broadway Market Project Update (Enclosure)

Peterson stated the lease is still pending due to insurance requirements and said she has been in contact with the City and Lawley Insurance to negotiate certificates. Cammarata stated an error was found in the survey provided to BMMI by the City of Buffalo. The current survey includes Market Street as part of the boundaries, yet the lease only should cover the property to the back wall of the parking ramp. An amended survey or a notation in the lease has been requested.

Peterson stated that Members attended a budget meeting to work on specifics for the draft that needs to be submitted at the end of October. Walczyk stated that the budget still needs updated staff and consultant costs, which are forthcoming from the JLP+D team. The budget will be presented at the October Board meeting for submittal to PAAA prior to October 31, 2025.

The HR firm RFP deadline was Sept 10, 2025. One submission's hard copy was late of the six that were submitted. The Governance Committee will plan to score them using a matrix, on a date that has not been set yet. The Committee will plan to interview two firms.

Walczyk informed the Board that Buffalo Construction Consultants (BCC), the Pre-Construction Management firm, are assisting the Project Team in weekly meetings to develop an accurate renovation budget in collaboration with the Design Team and is developing options for the best phasing of the project in order to keep the market open during construction. She also shared that the full Project Team, including all consultants, will be having Design Development meeting on Tuesday, October 7 to align all the next steps required to move the project into construction. Cohen (guest) asked how much of the market will be closed off during construction and Walczyk responded that the phasing plan has not been completed yet, and that there are no plans for any portion of the Market to be closed until after Dyngus Day 2026.

Walczyk shared that the Regional Revitalization Partnership funds (via the Ralph C. Wilson Jr. Foundation) will not be disbursed to BMMI until the lease is signed by the Mayor. BMMI is unable to hire additional staff or consultant support until the funds are deposited. She also shared that the Project Team is evaluating all the ESD financing options to determine the best path for the project and BMMI, along with pursuing other financing mechanisms like Historic and New Market Tax Credits. Cammarata thanked Walczyk for the project management transition grid she has been working on and updating.

3.2 BOARD COMMITTEE REPORTS

3.2.1 Governance

Batchelor would like to recommend a change to the bylaws on behalf of the Governance committee. She read the existing language and the proposed change. She made the first motion to accept the change and Franczyk made the second. All Board members present were in favor. The motion carried.

3.2.2 Audit and Finance

No meeting was held.

3.2.3 Operations, Tenant leasing and Programs

Peterson reported that an Operations meeting was held the week prior and highlighted the following:

- The seasonal vendor list has been released, and some vendors will begin set up in late October. This year prepayment was required, along with three references.
- The Market will offer live music on Saturday, September 27 and on October 4 for the Halfway to Dyngus Day celebration. She reported that the Market may not be able to serve alcohol at events, due to change in City rules and she is exploring alternative options.
- Halloween Parade and costume contest will be on Saturday, October 25 at 11 a.m. and asked if any Board members can volunteer to be judges. Vendors will be notified to pass out candy.
- Wine Festival is scheduled for November 21st, 22nd and there will be several wineries and distilleries present, and a Beatles tribute band will perform this year.
- Creative Juices has been hired to do social media for the market and events, and this contract is through the City of Buffalo's budget.

Peterson also shared a hypothetical scenario proposed by the architects; if a permanent vendor requested an amount of space that was more than they currently have available, would the Board consider allowing it to be built into the event center space, therefore decreasing the sq. footage of the event center. The Board agreed that these decisions could be considered under the correct circumstances.

3.2.4 Development and Construction

No meeting was held. Nothing to report.

3.2.5 Fundraising

Walczyk reported on behalf of the committee. She stated that they will continue to think of events to fundraise and ways to disperse asks, as we approach a substantial capital campaign. The committee believes a meat raffle at this time will be a distraction, so they will not move forward with planning that.

Peterson will reach out to Councilmember Nowakowski regarding funding for gift certificates for the Black History month incentives. The councilmember has been advocating for the market to be an Erie County early voting site.

Future meetings schedule to be adjusted due to consultants in town Oct 7 -8th:

Operations: Monday, October 6, 2025, at 1:30 p.m.

Audit and Finance: Canceled for October.

Governance: October 1, 2025, at 11:30 a.m.

Fundraising: October 6, 2025, at 10:00 a.m.

Development and Construction: Canceled for October.

Board: Monday, October 20, 2025, at 1:30 p.m.

5.0 Monthly Financial Reports

No financial reports.

6.0 Tabled Items

Cammarata stated there were no tabled items to discuss.

6.0 Public Participation

Cammarata thanked Cohen for her participation.

7.0 EXECUTIVE SESSION

Cammarata stated that there was no need for Executive session.

8.0 ADJOURNMENT

Lund and Rahman made first and second motions to adjourn, respectively at 2:32 p.m. The motion carried.

Respectfully submitted by,



Johanna R. Walczyk, Broadway Market Management Inc., September 16, 2025



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	A loan through Center for Regional Studies has been approved for insurance payment. Binding for Certificate of Liability Insurance should be completed by 10/24/2025. Insurance will then be approved to form by Law and submitted to Mayor Scanlon for final signature. Transition period for BMMI continues through June 30, 2026.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	Two Human Resources firms have been selected for interviews. Interviews are tentatively scheduled for 10/28/2025. 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) is on board and meets with team weekly to discuss phasing, schedule, and constructability. The Architectural and engineering teams are also hard at work on design documentation. Both the site plan/exterior development are progressing for both Major Site Plan and SHPO reviews.



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 returned to the market on October 7 & October 8 to meet with vendors. All vendors must sign off on design of new stand with equipment placement. 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 Q1 2026
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

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT (*Action*)