

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

December 15, 2025 | 1:30 pm |
In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 November 19, 2025, Board Meeting minutes to be distributed at meeting.

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 Board meeting



3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF DECEMBER 08, 2025)

Outstanding Tasks

Task	Description	Status	Notes
1	Transition Non-Profit to Broadway Market Management, Inc. (BMMI)	In progress	<ul style="list-style-type: none"> • COB/BMMI lease signed 10-31-2025 • Certificate of Insurance received and premium paid 11-14-2025 • 11-24 mtg. was held with RCWJ Foundation for disbursement timeline.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	<ul style="list-style-type: none"> • The Human Resource firm has been selected. Start date pending. • Meeting with Kirisits CPA will be held with Finance Committee on 12/10/25
3	Launch Search for Deputy Director and Facilities Manager	Pending	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Buffalo Construction Company (BCC) meets with team weekly to discuss phasing, schedule, and cost estimates. • The Architectural and engineering teams are 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 Q2 2026 hire.
2	Renovations Design Process	In progress	<ul style="list-style-type: none"> • Broadway Market Project Update meeting held on 12/4 with COB Department of Public Works. • Design Development estimates being reviewed with BCC and Flynn Battaglia. • Citizen Advisory Committee meeting and public meeting scheduled for mid-January. Dates to be determined.
11/18	Hire Website & Marketing/Communications Support	In progress	JLPD & Flynn Battaglia are working on Broadway Market Project website. 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*)