

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

March 23, 2026 | 1:30 pm |
In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 February 23, 2026, Board Meeting minutes will 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

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 to 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	- BMMI transition to managing market takes effect July 1, 2026. - Remaining vendor leases will be forwarded to Hurwitz Fine by May 1. - Meeting with Department of Real Estate to discuss lease transition and tenant invoicing will be scheduled for mid-April.
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	- HR firm, True Buffalo, contract modifications are with Hurwitz Fine. - Kirisits is completing NYS PAAA report due 3/31/2026 - Barbara Danner, Withum CPA, is reviewing financial statements for completion of Char 500.
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	- Meeting with Mayor Ryan was held on 2/25. - Buffalo Construction Company (BCC) meets with Flynn Battaglia and ESD team weekly to discuss - Design Development (completed); VE on-going. - Budget & Scope Alignment Process - Schedule. - Tyler Mekus, BCC, was instrumental in the market receiving a very generous donation of equipment through the Bills Foundation. The kitchen equipment is from the Old Highmark stadium. Tyler coordinated all pick ups and paperwork required by the Buffalo Bills Foundation. Thank you Tyler.



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	- Estimates being reviewed with BCC and Flynn Battaglia. - Citizen Advisory Committee meeting to be held via zoom on Tuesday, March 24, 5:30 – 6:30 pm. - Two new posters of market and signage will be available for the final week of Easter. Posters will have a QR code for a virtual tour of market.
11/18	Hire Website & Marketing/Communications Support	In progress	JLPD & Flynn Battaglia are working on Broadway Market Project website.
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*)