

BROADWAY MARKET MANAGEMENT INC. BOARD MEETING AGENDA

May 18, 2026 | 1:30 pm |
In Person

AGENDA TOPICS

1.0 CALL TO ORDER

2.0 READING OF THE MINUTES

2.1 March 23, 2026, board minutes will be handed out 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 meeting



3.0

3.1 BROADWAY MARKET PROJECT UPDATE (*Enclosure*)

BROADWAY MARKET REDEVELOPMENT PROGRESS (AS OF MAY 11,2026)

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. - Interim Lease Strategy: Rather than amending outdated leases, James Lima Planning and Development is recommending drafting an entirely new Interim Lease for BMMI to: - Formally establish itself as the Landlord. - Define interim stall locations and temporary construction-phase rules. - Set the legal stage for future permanent leases in the New Broadway Market. 2026 BUDGET FOR ADVERTISING AND MUSIC
2	Hire Technical Support Consultant(s) and Prepare BMMI to Hire Staff	In progress	- HR firm, True Buffalo, contract modifications are with Hurwitz Fine. 1099 submitted by Kirsits CPA. - Review of financial statements completed and forwarded to Kirsits for completion of NYS Charities 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	2nd Meeting with Mayor Ryan pending a June date. - 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.



Upcoming Tasks

Task	Description	Status	Notes
1	Hire and onboard Deputy Director (title TBD) & Facilities Manager	TBD	Aiming for Q3 2026 hire.
2	Renovations Design Process	In progress	Flynn Battaglia Architects along with Buffalo Construction Company have completed the first draft of the phasing plan for the market during construction. Construction is planned to begin in September on the west side of the market. Easter 2027 is being factored into the design with space for seasonal vendors. Team members are planning to meet with permanent vendors in early June to discuss their temporary spaces during the construction.
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

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