

**Broad Street Market Alliance Board of Directors Meeting Minutes**  
**March 13, 2025 5:30pm - 7:00pm**

1. CALL TO ORDER - The meeting was called to order at 5:31 PM and was presided over by Broad Street Market Alliance Board Vice Chairperson, Theo Armstrong.
2. ROLL CALL

	Board Member	Present	Absent
1	Armstrong, Theo	x	
2	Bonner, Naydia		x
3	Bowers, Danielle		x
4	Chio, Richard	x	
5	Davis, Bryan	x	
6	Hagerty, Eric		x
7	Hawbaker, Venus	x	
8	James, Tashia	x	
9	Lichtenstein, Gavin	x	
10	Majors, Westburn		x
11	Seiders, Joel	x	
12	Tep, Tito	x	
13	Williams, Brandon	x	
14	Witwer, Hannah	x	
15	Vacant		
	<b>Total</b>	<b>10</b>	<b>4</b>

Others in attendance: Ashlynn Buie, Interim Market Manager

At the start of the meeting, 10 of the 14 seated board members were present. Bylaws require that a majority (eight) of the current members be present for a quorum; therefore, a voting quorum was established.

3. APPROVAL OF MINUTES - Meeting minutes for February 2025 were circulated in the afternoon of March 13th so the board will vote on these at the next meeting in April.

#### 4. MANAGEMENT REPORTS

- **GENERAL UPDATES** - the board is narrowing down the search for market manager and is planning to make the decision for final selection in the next week or two.

Every vendor's lease agreement was updated. MPM created a lease addendum stating that every lease stays the same and is extended for another year, which allows us to have every vendor on the same schedule.

- **BRICK BUILDING** - Joel, as the city representative, shared an update. The only update since the last townhall meeting with the Major is a clarification that the brick building is the priority of the rebuild project and the third proposed structure will not affect the rebuild.

The city was out this week to do some paint testing to see if there was lead in the paint in or outside the building. They took some paint samples to analyze for harmful chemicals they need to be aware of when doing renovations.

Brandon asked Joel about the updated completion schedule of April 2027 (as opposed to May 2027). Joel will ask the mayor about the decrease of 30 days and will report back.

Gavin asked if there were any other forums or townhalls scheduled that the BSMA should be aware of. Joel is unaware but said that the mayor has mentioned wanting to do some more.

- **STONE BUILDING** - Ashlynn shared that we are seeking to fill an empty spot in the Stone Building, the decision has been made to terminate the lease with Velightfully Vegan. The BSMA will contact previous vendor applicants for the vacant spot. The Vendor Review Committee has also approved Elementary Coffee's lease for an opening in May.
- **THE TENT** - The tent is in full occupancy.

#### 5. COMMITTEE REPORTS

- **FACILITIES** - no facility committee established, but roof in the Stone building is in need of replacement, request for proposal will be going out in the near future. Have previously gotten 3 quotes on the roof, but we must put out a public RFP to apply.
- **FINANCE** - Tashia shared that we are in good standing fiscally and we will receive a more in depth analysis when Eric returns. We have no outstanding bills, ending month with \$77K in operating account. Grant funding is still in reserve until we move forward with work that needs to be done.

Bryan looked into funds for capital improvements, nearly all was city funds for improvements to the tent while it was being constructed (city paid us, we pay vendors doing work).

- **FRIENDS OF THE MARKET** - working out meeting cadence for combination of community engagement and FOTM, will meet next month. March 21st is 3rd in the Burg, we will have live music and a sponsor providing free hot chocolate.
- **GOVERNANCE** - created resolution to increase board size, presenting and recommending that we increase size of board from 15 to 19 members. Increasing will allow for more expertise, we will also have an incoming board and emeritus board in order to keep the knowledge going forward and making sure the new board isn't trying to figure out what to do upon appointment.

Tito asked if one of those new seats will be for a vendor representative as we will be adding a lot of new vendors when the brick building is back up and running. We are in a great place where the vendors and the board are one, working well together, so this would be a great way to have vendors involved in the process.

- **MARKETING & COMMUNICATIONS** - Gavin shared that we are steady at 80K engagements (people seeing the market on their feed) per month between Instagram and Facebook.
- **NOMINATING** - If the board votes to increase the board size, the nominating committee (Bryan and Tashia) will get to work. They are welcoming more people to join this committee.
- **VENDOR REVIEW** - Tito shared that the meeting happened and had conversation around spring cleaning and parking. Vendors are getting ready for the busy summer season and banding together to help each other out if anything is needed.

## 6. PUBLIC COMMENT

- **Jesse** with Lil's Pretzels thanked the board for what we do, agreeing with what Tito said.
- **David Morrison**, HHA - in market manager search, emphasizes experience in non-profit and board engagement. It is a unique skill. HHA lost their janitor so the board had to set up their own furniture, thanked the board for doing so. Asked that we put it back the way it was in return for free use of space for a week.
- **Paul Gellerman** - made board aware of comments mayor made at end of recent townhall. Press conference that took place, she was asked about relationship with BSMA going forward, she responded that was something she would be evaluating and expected BSMA to participate more in fundraising. The mayor mentioned that the BSMA recently became a 501c3, Venus shared that we have been a 501c3 for 6 years so unsure what prompted that comment. Bruce Weber chimed in about the classification of a 501c3 and that is not new news for the BMSA.
- **Vivi Sterste** - requested information from Joel, city engineer and appointee, on whether the mayor intended to join in on the BSMA meetings. Vivi had a meeting with the mayor at 3pm and shared that the mayor said that she was interested in

joining in on the BSMA meetings. Vivi heard information from the mayor today that was different from the press releases. The public would like to see her talking to the BSMA. Joel will pass along the message.

She also asked about grant funding whether it was tax payer money, Tashia shared that the grant was gaming grant money.

Vivi asked whether the market will be providing free space in the courtyard for businesses starting out. Theo shared that we have a process in place for pop-up vendors in the courtyard. Vivi would like to have the new market manager support efforts for free barter/trade space. Theo addressed the pop up vendors and processes the BSMA has enforced over the past year, disabling competing vendors in the courtyard while the vendors inside the market are fighting to come back from the past years as we rebuild the market.

Vivi collected 506 signatures against the third proposed building. Gavin thanked Vivi for caring for the market.

- **Marc-Carroll Rigel** - Asked what the gaming grant amount was, \$350,000, and another from the county \$100,000.

Ashlynn shared the tent was fully leased and Marc-Carroll asked about the space that used to be the merch stand and is currently public seating. Ashlynn shared that that space is no longer marketed as a vendor space.

He brought up in December that he brought up a freedom of information request to Bryan, no response in January and did not attend meeting in February. Bryan asked if Marc-Carroll was looking for a formal response from the BSMA, he said he was. They shared that the BSMA is not a freedom of information board and this information has been shared publicly in meetings previously.

Marc-Carroll asked Bryan about being the treasurer during the time of our last market manager, Theo stated that the board has moved past the incident and established many processes to be financially transparent and accountable.

## 7. OLD BUSINESS

- Fundraising Development Proposals - no updates on this from Bryan and Tashia

## 8. RESOLUTIONS

- **2025-03-01: Approval of New Vendor Application** - Tito shared the approval of Honey Busy Raw Smoothie Bar vendor application, the vendor review committee approved Honey Bush to return to the market.

Brandon moved to approve the motion, Tashia seconded it. Venus asked if they submitted their build out plans, Ashlynn said yes and the committee has approved them. They have already moved in some equipment and are expecting to open sometime in the Spring.

Theo called for a vote, all board members voted yes with no "no's" or

abstentions. The motion was approved.

- **2025-03-01: Approval to Amend Bylaws to Expand the Board Size** - Brandon read the resolution to the board.

Bryan made a motion to approve, Venus seconded. There was no other discussion.

The board all voted yes to approve, there were no “no’s” and no abstentions. The motion was approved.

## 9. NEW BUSINESS

- Venus shared that the security camera are outdated and would like us to get cameras that match the tent cameras (on the same system) so that management can review footage on their phones. She has not done pricing yet, but will look into it and into placement for them around the stone building and outside (tent and courtyard). Anticipating it will come in under \$3K. The board was in favor of looking into pricing.
- Gavin asked about the head counter for market doors and thought it would be good to lump this action item into pricing for cameras.
- Tashia motioned to approve the pricing, Gavin seconded. The board all voted “yes”, no “no’s” and no abstentions. The board approved Venus to price out security cameras and head counters.

## 10. OPEN DISCUSSION -

- Tito asked if the BSMA was looking for hire another full time maintenance employee for the busy summer season. Charles is part-time, Tim is full time. Tito mentioned the struggle with staffing, Tashia shared that we are planning to hire an additional full-time employee.
- Richard asked who has the lock box for building heating, Ashlynn shared that they are set to 65 degrees and will reset since the heating seemed off.

11. NEXT STEPS/ACTION ITEMS - The next board meeting will be held at HHA on April 9th.

12. ADJOURNMENT - Hannah motioned to adjourn, Theo seconded. The meeting adjourned at 6:28pm.

## MINUTES OF THIS MEETING WERE:

- Recorded and prepared by: Hannah Witwer, BSMA Secretary
- Approved by the BSMA Board of Directors on: \_\_\_\_\_
- Certified by the BSMA Board Chairperson, as indicated below:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Eric Hagerty, Board Chairperson