

Broad Street Market Alliance
Board of Directors Meeting Minutes
February 12, 2025 – 5:30 PM

1. **Call to Order:** The meeting was called to order at 5:30 PM and was presided over by Broad Street Market Alliance Board Chairperson, Eric Hagarty. The meeting was held at Historic Harrisburg Association, 1230 N 3rd St, Harrisburg, PA 17102.

2. **Roll Call:** Attendance was as follows:

<i>Board Member's Name</i>	<i>Present</i>	<i>Absent</i>
1. Armstrong, Theo	✓	
2. Bonner, Naydia		X
3. Bowers, Danielle		X
4. Chio, Richard	✓	
5. Davis, Bryan	✓	
6. Hagarty, Eric	✓	
7. Hawbaker, Venus (via phone)	✓	
8. James, Tashia	✓	
9. Lichtenstein, Gavin	✓	
10. Majors, Westburn		X
11. Seiders, Joel	✓	
12. Tep, Tito	✓	
13. Williams, Brandon	✓	
14. Witwer, Hannah		X
15. Vacant		
<i>Total Board Attendance</i>	<i>10</i>	<i>4</i>
<i>Others in Attendance</i>		
Buie, Ashlynn		X

Attending 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 - Meetings of January 2025:** Mr. Davis moved to approve; seconded by Ms. Hawbaker. The motion passed unanimously.

4. **Management Reports.**

Brick Building. Mr. Armstrong reported that Vendors met with the City's team and Murphy & Dittenhafer Architects to provide feedback – mostly on the modular design aspect and building layout. Most questions were about the modular aspect and how much space each vendor could expect. Overall people were mostly in favor. Mr.

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Hagarty offered that there are likely two items we will need to address moving forward: (1) What is the maximum space we will allow for a vendor? (2) Will we allow one individual/family/entity to have multiple stands? Mr. Tito added that the drawings centralized all prepared food, needing ventilation, with other vendor types flanking. Mr. Armstrong asked if the hood system will be expandable. Mr. Hagarty said that we could look at that to see if the system that is specified can handle future expansion.

Mr. Lichtenstein asked will the layout be restrictive down the road? If a flower shop wants to lease but the only available space is vented for cooking, would we need to turn away the flower shop? Will the layout limit us in approving new vendors? Ms. James said that probably not. In that case, the flower shop would likely be placed on a wait list until appropriate space comes available. However, with the modular system proposed, spaces can be customized for larger or smaller spaces. In the past, the Brick building did not offer this flexibility, firmly limiting the number of vendors there. The modular system offers the opportunity to adjust the leasing opportunities and vendor variety.

Stone Building. Elementary Coffee lease has been executed, and we are excited to see them come in. Ve’Lightfully Vegan has stalled its fit-out of the space, so we are carefully monitoring that situation.

Tent. Mr. Hagarty said that electric utilities are extremely high – at \$7,500 this month. Even though roughly \$2,400 of that is passed along to the vendors, it is still a huge cost. Last month’s gas heating was \$1,800 – bringing the total cost of almost \$6,000 to provide heat.

Market Manager Search. Mr. Hagarty reported that we received over 30 applicants. To make the interview process manageable, we have assigned groups to interview 3-4 applicants. Planning to have the Board interview the final 3 or 4 best candidates.

5. **Committee Reports.**

A. Facilities. No update.

B. Finance. Ms. James reported that we are in a really strong financial position. Because of this, the Finance Committee will look at ways to diversify revenue. We will also look at containing expenses, most notably janitorial supplies. With the state grant and internal controls in place, we will look how to achieve long-term sustainability. Mr. Williams asked what is considered to be a fixed asset? He is looking at \$120,000 in the paperwork, and that is a considerable amount given that the City owns the building. Mr. Hagarty said that someone shared that if we were to “turn the building upside down” that “whatever fell out” would be our responsibility and the balance is the City’s.

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Mr. Davis made the motion to approve the 31 December 2025 Financial Statements; seconded by Ms. James. The motion passed unanimously.

C. Friends of the Market. No update.

D. Governance. Mr. Williams reported that after meeting twice in the past month. Arielle Jones completed an initial review of our Bylaws and is doubtful of any substantial edits. We are reviewing the Vendor Handbook, “New Vendor” Welcome Packet, and City Lease. We are also looking at Board Procedures, vendor applications, and stand changes - which he wishes to coordinate with the Vendor Review Committee.

As mentioned at earlier meetings, we did look at expanding the Board size. We will have a recommendation on that.

E. Marketing & Communications. Mr. Lichtenstein reported that organic content has been really good recently. They have been working with Ms. Witwer on upcoming events to showcase. Pleased to report that we hit 16,000 Instagram followers.

F. Nominating. No updates.

G. Vendor Review. Mr. Tep reported that Vendors shared their highest expectations of the new Market Manager: (1) Present during market days, (2) temperament in dealing with situations, (3) daily check-ins with Vendors and being available.

Public Comment

Ed Gerrard:

- FOM Beautification Committee Chair. FOM has submitted a “Tree Grant” for “Tree Pennsylvania” requesting fifteen trees, with two of them in the Market Courtyard. At yesterday’s site visit by Andrew Brought, of the PA Bureau of Forestry, who determined that Honey Locust or London Plane would be the type planted there. Likely planting the second week of April. Mr. Hagarty asked Mr. Seiders to see about necessary coordination with City’s planned improvements.

David Morrison:

- The City has announced a public meeting, at Historic Harrisburg, about the Brick rebuild and design – on 2/27/25 – for public comment.

6. Old Business.

Fundraising development proposals. No updates.

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7. New Business.

Board Size Change. Mr. Williams reported that, as mentioned earlier, the Governance Committee is making the following recommendations:

- Increase from 15 to 21 Board Members
- Establish Three “Sets” of Executives: (1) Former, (2) Current, & (3) Future
- Today would provide public notice of our intent to amend the Bylaws to make these changes.

Ms. James made a motion to announce public notice of our intent to amend the Bylaws to increase the size of the Board from 15 to 21 Members; Ms. Hawbaker seconded. The motion passed unanimously.

The meeting adjourned at 6:27 p.m.

Minutes of this Meeting Were:

- Recorded and Prepared By: *Bryan Davis*
- Approved by the BSMA Board of Directors on: _____
- Certified by the BSMA Board Chairperson, as indicated below:

Signed: _____

Date: _____

Eric Hagarty, Board Chairperson