

**Broad Street Market Alliance Board of Directors Meeting Minutes  
January 8, 2025 5:30pm - 7:00pm**

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

	<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
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>13</b>	<b>1</b>

Others in attendance:

- Ashlynn Buie, Interim Market Manager

At the start of the meeting, 13 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 of December 2024 - Brandon moved to approve; seconded by Venus. The motion passed unanimously.

#### 4. MANAGEMENT REPORTS

- GENERAL UPDATES - Eric shared a reflection from 2024. A year ago the market almost closed, vendors were facing rent increases, we were 50k behind in bills. We are so thankful for the community for rallying around the market. Over the course of the year, we paid all of our bills, established organizational systems, opened a temporary tent, revised the vendor handbook, made all transactions public with financial controls in place, found a new banking partner, established non-discriminatory and harassment policies, established a line of credit to sustain us, received 350K in State grant funding, replaced lighting in the stone building, resumed inspections, got insurance in place, ramped up social media promotion, established preventative maintenance practices, are now in a position to hire a full time market manager for the first time in a long time. Eric thanked everyone for a huge success story. Shouted out Members 1<sup>st</sup> Federal Credit Union, Enders Insurance, TheBurg, Midtown Property Management, Hornung's Industrial Supply, McClure Company, KCS Electric, Labors and Carpenters Unions, William Penn Social Association, Rep. David Madsen, Sen. Patty Kim, and our board members. Eric gave a special shout out to Venus and Tashia, who poured volunteer hours into the market over the year, acting as volunteer Market Managers, and kept the market afloat.
- BRICK BUILDING - Mayor made some news this past week with proposals to build a 3rd structure between the Brick and Stone Buildings, which Eric has received a lot of questions about. The city is having bi-weekly design meetings, one which Eric was invited to participate in on Nov 12th. The architectural firm showed several potential layout options, renderings of what brick building could look like. His feedback was that he could not share feedback without conversations with board and the community, he recommended conducting public feedback sessions so community could provide feedback. He provided this verbally and in writing. We learned through the media that the Mayor made a design decision and shared with the media. It is ultimately the Mayor's decision, BSMA runs the operations/day-to-day of the market, but do not have decision making power over this. Eric encouraged people to keep an open mind, whatever decision the Mayor makes, the construction firm will build a great building although we do have concerns. We do not want the possibility of a new structure to distract from restoration of brick building. There are questions on how a 3rd structure will be paid for since insurance is only for the brick building. We do not know how the market would pay to operate a 3rd structure, we need monthly revenue to match monthly expenditures. The BSMA is curious if there is commercial demand for a new structure, and are adamant that we do not want anything to block historic facade of brick building. BSMA and vendors welcome opportunity to be part of public dialogue, Eric reiterated prior feedback shared that the public needs to be part of decision.
- STONE BUILDING - Last month, we had a great launch of Honey Bear Ice Cream. There has been a great response, and Natalie deigned a beautiful stand. We replaced thermostats, got heaters working again (only 2 of 6 heaters were working). Met with city on replacing the roof of the stone building (leaks

considerably). Met with the Gaming board about a 100K grant submitted for consideration.

- THE TENT - Struggling with heating in the tent, utility costs continue to kill us. Electric heating situation resolved.
- New website ready to launch in the next two weeks.
- Received 16 applications for market manager, LinkedIn posting paused as they want to charge \$100/day. Looking to get that instated.

## 5. COMMITTEE REPORTS

### a. COMMUNITY ENGAGEMENT

- Met last night, got approval to spend money on indoor community bulletin board and a locked board for info about the market, vendor info, etc. Ashlynn will order and put up soon.
- Open signs for stone building (4)
- Putting up a free community library next to welcome table/merch.
- Survey out to the public asking what BSMA can do in general for the market, questions done by Monday evening. Available ongoing but push through socials to gain momentum.
- Discussed inviting outside groups to use outdoor space.
- Signs with maps of area on streets with ongoing market information so when we're not open people can see how they can get involved.

### b. FACILITIES - nothing to report.

### c. FINANCE

- Started year with 14K, ended with 46K in bank. Dec spend 55K, repaying line of credit that we drew over summer. In good shape in operating fund standpoint. This month, start spending down 350K state grant.

### d. FRIENDS OF THE MARKET

- December's Holiday at the market had a great turnout, counted roughly 200 people.
- 3rd in the burg in January will be live music and live painting, and book swap.
- Thank you to Zeroday Brewing Co. for sponsoring the live music

### e. GOVERNANCE - meeting tomorrow at 4pm to get up and running. Open to participation, meeting virtually.

### f. MARKETING & COMMUNICATIONS - Gavin unable to attend but will send report in writing.

### g. NOMINATING - nothing to report.

### h. VENDOR REVIEW - vendors met today to discuss Elementary Coffee. Agreed that we should approve their lease with the market.

## 6. PUBLIC COMMENT

- David Morrison, Historic Harrisburg Association - Made comments on the line item about expanded board size, speaking in favor. HHA has found that larger board leads to shorter meetings (said humorously). Ability to involve many areas of expertise that any board needs, marketing & PR, website and tech, finance. Offers a robust committee structure, establishing ambig volunteer base. Smart move.
- Vivienne Stersde, Vivi on Verbeke - visitors asking what's happening at the market. What is tentative timeline of brick building? Eric shared City reps joined vendors meeting today, assured brick building construction on track to be completed Summer 2026. Construction may begin August 2025. City is responsible, as far as we're aware they are on track.
- Erin Smith, Green Street - Questioned the 2 year plan and the additional proposal for a 3rd structure. Eric shared we have not received formal communication, brick building is moving forward but unclear on 3rd structure. Brandon shared that these are two different projects, brick building and 3rd structure. Joel shared timeline is for brick building only, anything else is whether funding materialized. 3rd structure is a concept if we have the funding but everything (schedule) is only for the brick building.
- Bruce Weber, 428 Boas - It would be unfortunate if public has no ability to comment on redesign of inside of brick building, even if just to see beforehand. Commented that docs are confidential, but its public dollars that pay for it so shouldn't be confidential. Should be released for people to look at ahead of time, if not right to know would allow them to be seen. Joel agreed and shared city is moving forward with getting public comment. Bruce shared it would be horrible if community does not have insight and ability to give feedback, market is a community asset. Shared with Joel as city representative, would love to share with Mayor. 3rd structure needs community feedback too, Joel will pass along this comment.
- Emily Murtoff, Brick Chick Masonry - Commented on the Tent heating/utility being expensive, shockingly expensive. Is there a plan to address that, further insulation? Eric shared because it's a tent it very hard to climate control, equipment has failed several times (electric fails, propane kicks in), tent is a rental (just like stone building) that the city owns, when something goes wrong we call the city and they come service it. Lots of challenges. Discussing putting vestibules at doors to keep cold air out, being creating with what we can do with what we can control.
- Marc Caroll Rigel, Bartine St - He likes tables that are down outside, but being down in the snow, rain, elements will degrade the wood. Should be put up during winter, they can be saved. Reading articles, people quoted about how difficult it is when market is full to find eating space. Noticed that there were 4 - 6 chairs for each table, seems like half chairs are gone. Eric shared that he is correct, we got rid of a bunch because bottoms were duct taped and beyond need of replacement, the goal is to get more. BSM merchandise location in tent was high

traffic area, now Tamica is tucked away in stone building and not visible. Suggest go back to tent, doesn't think vendor will go in for that space. Area where it is now should be a seating area. Could the market collaborate with the Cheesesteak Corner to get bar stools for their bar area?

- Rochelle, HBG resident - Is the city planning to rebuild brick building with all historic elements? Eric's understanding is that it must be restored because it's a historic site. Marc Carrol chimed in that in theory community could force city to rebuild exactly how it was built in 1868/1870. Joel shared there is a historic preservation specialist on the design team to solely focus on that aspect. Rochelle shared that she is involved in speaking up for buildings set to be demolished, sometimes she has seen that just because it's on the historic register doesn't mean it will be saved. Eric shared that city representatives confirmed the Brick Building will not be demolished. Rochelle is concerned about windows and functionality
- Arielle Jones, Derry Street - Commented that it's been established that BSA is a tenant of city owned property, but it's up to the board to mitigate questions. Would it be appropriate to add a resources to the website along the lines of, "this is the best way to have questions answered by city". Publicly letting the public know how best their contributions can go to the city. Eric shared that it's in the plans for the new website, it will link directly to city's rebuild page.

## 7. OLD BUSINESS

- Fundraising Development Proposals - Bryan shared yet to issue RFP, coordinate with Tashia to get that done end of month.
- Expanded Board Size - discussed last month, Governance committee will look into it and report back with thoughts.

## 8. RESOLUTIONS

- 2025-01-01: Approval of New Vendor Application, Elementary Coffee Co.. Space would be old second half of Piper Belle's space. Positive recommendation from Vendor Review Committee.
- Brandon made the motion to approve; seconded by Hannah. The motion passed unanimously.

## 9. NEW BUSINESS

- Venus asked about Honey Bush, Eric shared that the lease will be signed in next couple of days.
- Theo asked about Ve'Lightfully vegan, Eric growing concerned with lack of construction. Ashlynn is following up with them next couple of days.

10. OPEN DISCUSSION - nothing was shared

11. NEXT STPES/ACTION ITEMS - nothing was shared

12. ADJOURNMENT - Brandon motioned to adjourn, Bryan seconded. The meeting adjourned at 6:10pm.

**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