



AUTHORITY BOARD MEETING

Date/Time: Wednesday, February 28, 2024; 12:00 P.M.

Location: The BMO Center Board Room—Lower Level
300 Elm Street, Rockford, IL 61101

MINUTES

Board Members Present: Craig Thomas Rudy Valdez
John Phelps Bobbie Holzwarth
Megan McCoy Dan McMahan

Board Members Absent: Geno Iafrate Tom Walsh
Staci Brown

Others Present: Alderman Chad Tuneberg
Alderman Frank Beach
Kevin McCarthy, Winnebago County Liaison
Tim Rollins, Attorney
Steve Larson, Director Emeritus, Rockford Symphony Orchestra
Mike Kikta, President, Rockford Symphony Orchestra Board
Tim Braman, WIFR Television
Beth Howard, Executive Director, Friends of the Coronado
Alderman Mark Bonne

Staff Present: Gretchen Gilmore, General Manager, ASM Rockford
Doug Johnson, Regional Director of Booking Theatres Midwest ASM Global
Jackie Powers, Finance Coordinator/RAVE Board Secretary, ASM Rockford

Vice-Chairman John Phelps called the meeting to order at 12:05 P.M.

MINUTES – The minutes from the January 24, 2024, meeting are reviewed and approved.

MOTION: To approve the January 24, 2024, minutes made by Bobbie Holzwarth, second by Rudy Valdez. Motion passes unanimously.

COMMITTEE REPORTS

- **Finance** **Mr. Tom Walsh, Chair**

John Phelps defers to the General Manager's report.

- **Executive** **Mr. Craig Thomas, Chair**

John Phelps defers to the Chairman's report.

- **DEIB Advisory Committee** **Mr. Rudy Valdez, Chair**

Rudy Valdez discusses the recent NAACP event and thanks the team for the success of the event. Gretchen Gilmore informs the board of recent activities by the DEIB committee, including life skills training with special needs students from Rockford Guilford High School, a recent successful participation in the Rock Valley College Internship Program, and the recent job shadowing by Rockford Public School students as part of their Business Academy Pathway. Gretchen Gilmore tells the board there is a new initiative to highlight staff members, the first being Billy Parham, who has been with the company for 42 years. Gretchen Gilmore reports the Hearing Assist Devices at the Coronado Performing Arts Center have been repaired and are available for patrons to use and signs at the Coronado have been updated to include Braille.

- **Program Advisory Committee** **Mr. Geno Iafrate**

No report at this time.

- **Marketing and Social Media Committee** **Ms. Megan McCoy, Chair**

Megan McCoy reports the committee has met with the Marketing department for a comprehensive informational meeting. The committee will meet again in April to plan further strategy. Gretchen Gilmore reports the new website is on track to go live in April, and signage inside the BMO Center is being updated to improve the guest experience.

- **Capital Planning Working Group** **Mr. John Phelps, Chair**

John Phelps informs the board the Capital Planning committee met, and Gretchen Gilmore relays another conference call is scheduled to focus on the natural gas generator project.

- **Hockey Advisory Committee** **Mr. Craig Thomas, Chair**

Craig Thomas reports he is continuing to coordinate with the Rockford IceHogs and Chicago Blackhawks as to participants and the schedule for regular Hockey Advisory Committee meetings.

TREASURER'S REPORT – Mr. Tom Walsh, Treasurer

Gretchen Gilmore reviews the January Financials, highlighting event attendance and income in comparison to previous events. Tim Rollins updates the board on the issue of the Commonwealth Edison rebate claw back and its effect on higher electric utility bills, stating the main increase in utility cost is due to an increase in the base rate. Tim Rollins informs the board there has been a complaint filed with the Illinois Commerce Commission regarding the claw back and he suggests monitoring the situation. Gretchen Gilmore will resend documentation regarding the current usage rates and contract terms for further review. Gretchen Gilmore states ASM Global is reviewing the current utility costs and will be working with us on better rates and services as part of their ASM Global Initiative.

Gretchen Gilmore informs the board the Finance Department is changing accounting systems March 4th and financials may be delayed as the new system is implemented. Gretchen Gilmore reports she has met with the auditors regarding the upcoming audit this summer. Gretchen Gilmore reviews the positive financial forecast in the board packet.

MOTION: To approve the January 2024 financials made by John Phelps, second by Bobbie Holzwarth. Motion passes unanimously.

GENERAL MANAGER’S REPORT – Ms. Gretchen Gilmore, GM

Gretchen Gilmore updates the board on the Davis Park plans highlighting the inclusion of the stage in the plans and welcomes ideas for movies to be shown during Friday Night Flix. Gretchen Gilmore informs the board she is impressed with the Building Automation System at the Coronado, citing a recent walk-through with Alpha Controls and the City of Rockford. Gretchen Gilmore reports on the lighting updates at the Coronado. Gretchen Gilmore reports the insurance claim for water damage at the Coronado is ongoing with the city.

Gretchen Gilmore reviews the recent IceHogs activity, including a Corey Crawford jersey retirement ceremony and borrowing a Zamboni driver from Peoria to fill in when we were short staffed.

Gretchen Gilmore relays the excitement of Rockford Public Schools to return to holding their graduation ceremonies at the BMO Center.

Gretchen Gilmore announces Doug Johnson has been promoted to the position of Regional Booking Director for ASM Global for the Midwest. Gretchen Gilmore and members of the board offer their congratulations and Doug Johnson explains parameters of the new position.

Doug Johnson updates the board on transitioning to a new event management program called INFOR that will track all event activity from offers to completion, aiding in efficiency. Doug Johnson reviews upcoming events, including one that sold out in under an hour on presale. Doug Johnson informs the board of his and Ashley Minnick’s recent attendance at the PollStar Conference and ASM Global meetings in Los Angeles.

Gretchen Gilmore informs the board she has been appointed to the Neighborhood Space Development Task Force to help determine priorities and action plans as well as being named part of the Destinations Master Plan Steering Committee, recently attending an event and presentation.

Gretchen Gilmore states we are moving forward with a new service contract with RFP for a new Vertical Circulation Service contract for elevators and escalators. The board is directed to an informational handout in their packet outlining the contract.

COUNSEL’S REPORT – Attorney Tim Rollins

Tim Rollins reports they are working to resolve some issues regarding the parking IGA, and he will update the board as information becomes available.

CHAIRMAN’S REPORT

Chairman Thomas reports he had a productive meeting with Jaime Faulkner, President of Business Operations for the Chicago Blackhawks and Ryan Snider, President of Business Operations for the Rockford IceHogs with both parties reiterating their strong commitment to the partnership with RAVE. Craig Thomas states there will be productive follow-up discussions in the future. Craig Thomas informs the board he is waiting for feedback from our municipal partners regarding the IGA with the City of Rockford before moving forward.

Craig Thomas states he and Gretchen Gilmore have a scheduled strategy session with consultants to address strategy and funding of additional needs in the building.

Craig Thomas informs the board there has been an inquiry regarding public comments at RAVE board meetings and directs members to a handout in their packet outlining procedures for public comments that was adopted ten years ago.

OLD BUSINESS:

None at this time.

NEW BUSINESS:

None at this time.

ADJOURNMENT – The Authority Board adjourned at 12:47 P.M.

MOTION: To adjourn made by Rudy Valdez, second by Bobbie Holzwarth. Motion passes unanimously.

Respectfully Submitted

Jackie Powers, Authority Board Secretary/ FOIA Officer