



## AUTHORITY BOARD MEETING

**Date/Time:** Wednesday, March 26, 2025; 12:00 P.M.

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

### MINUTES

**Board Members Present:** Craig Thomas      Bobbie Holzwarth      Staci Brown  
John Phelps      Rudy Valdez      Kevin Schwitters  
Megan McCoy

**Board Members Absent:** Tom Walsh      Miles Nielsen

**Others Present:** Alderman Chad Tuneberg  
Kevin McCarthy, Winnebago County Liaison  
Beth Howard, Executive Director, Friends of the Coronado  
Julie Thomas, Executive Director, Rockford Symphony Orchestra  
Joseph Chiarelli, Winnebago County Board Chairman  
Karen Elyea, Winnebago County Chief Strategy Officer

**Staff Present:** Gretchen Gilmore, General Manager, ASM Rockford  
Jackie Powers, Finance Coordinator/RAVE Board Secretary, ASM Rockford

Chairman Thomas calls the meeting to order at 12:04 pm and welcomes Winnebago County Board Chairman Joseph Chiarelli and his Chief Strategy Officer, Karen Elyea.

**MINUTES** – The minutes from the February 26, 2025, meeting are approved.

***MOTION: To approve February 26, 2025, minutes made by Rudy Valdez, second by Megan McCoy. Motion passes unanimously.***

***MOTION: To approve the February 26, 2025, closed session minutes made by Staci Brown, second by Megan McCoy. Motion passes unanimously.***

### **COMMITTEE REPORTS**

- **Finance**      **Mr. Tom Walsh, Chair**  
John Phelps defers to the Treasurer's report.
- **Executive**      **Mr. Craig Thomas, Chair**

Craig Thomas reports that Winnebago County has agreed to enter into an agreement for the financial support of RAVE contingent upon and coordinated with the IGA being discussed with the City of Rockford. Craig Thomas thanks Chairman Chiarelli and Gretchen Gilmore for their time and effort.

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

Rudy Valdez reviews the post-event Community Grant report from the recent Black History month event. Gretchen Gilmore reviews the DEIB practices spreadsheet, and recent activities.

- **Program Advisory Committee**

No report at this time.

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

Megan McCoy reviews the marketing handout and explains the team is adapting to the change of marketing platforms and the implementation of a geofencing campaign to better target advertising directly to consumers. A brief discussion follows, explaining the effect of the marketing strategies on ticket sales and how we use the data compared with ticket reports. Year to Year statistical comparisons will be collected and presented at a future date.

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

No report at this time.

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

No report at this time.

#### **TREASURER'S REPORT – Mr. Tom Walsh, Treasurer**

Gretchen Gilmore reviews events and financials for February 2025, highlighting the comparisons of month to month and year to date, with better than budgeted outcomes. Gretchen Gilmore reviews events and states the recent Seinfeld event was the most profitable single show we have held at the Coronado Theatre. Gretchen Gilmore reports on the effect of wages and benefits on the budget. The utility expenses are revisited, noting the carbon-free adjustments will be applied to the bills through 2027 and will be monitored. Gretchen Gilmore reviews the budget forecast and shows a positive, break-even projection at this point, with added difficulty due to the competition from some events moving to the Hard Rock Casino.

***MOTION: To approve February 2025, financials as presented made by Bobbie Holzwarth, second by Rudy Valdez. Motion passes unanimously.***

#### **GENERAL MANAGER'S REPORT – Ms. Gretchen Gilmore, GM**

Gretchen Gilmore reports that construction on Davis Park is scheduled to begin the day after the Ironman event and the exterior façade project at the Coronado Theatre is ongoing through at least mid-August of this year. Gretchen Gilmore relays the vendor for the new PA system at the Coronado is currently fine-tuning the new system, and the project to convert the Coronado marquee to LED lights has been completed. New Coronado merchandise has been created for sale at the theatre.

Gretchen Gilmore gives an overview of upcoming events at the BMO, including Women in Hockey night, the possibility of hockey playoff games, and the AHL All-Star committee walk-through of the facilities. Scheduling for the next season is briefly discussed.

Gretchen Gilmore reviews recent events at both venues and informs the board that due to construction at Davis Park, the Friday Night Flix events will be hosted at the Coronado Theatre.

Gretchen Gilmore updates the board on the progress of the generator project and coordination with utility companies, as well as the installation of new cup holders for the seating project in the arena. Gretchen Gilmore states an agreement has been made to use our share of profits from the AHL All-Star events to upgrade equipment in the production booth and upgrade our broadcast capabilities. A bid packages will be created for these items.

Gretchen Gilmore reviews the need for a new Fall Arrest System to bring our venue to code and be OSHA certified. Grechen Gilmore presents the board with the bid tab sheet for the project and a letter of recommendation to accept the lowest qualified bid, which came in below the estimated cost. A brief discussion follows regarding the differences in the bid numbers and the confidence and experience of the winning candidate.

***MOTION: To accept the bid from Evan Corp for the Fall Arrest System as presented and authorize either Craig Thomas or Gretchen Gilmore to sign any formalizing contract, made by Bobbie Holzwarth, second by Staci Brown. Motion passes unanimously.***

#### **COUNSEL'S REPORT – Attorney Tim Rollins**

No report at this time.

#### **CHAIRMAN'S REPORT**

Craig Thomas confirms his confidence that the IGA with the City of Rockford will be completed in the near future. Rudy Valdez inquires when the board will be able to review the new IGA. Craig Thomas confirms that as soon as the next draft of the IGA is completed with the City of Rockford, incorporating the Winnebago County support, the agreement will be circulated to the board for review.

#### **CLOSED SESSION**

##### **OLD BUSINESS:**

None at this time.

##### **NEW BUSINESS:**

None at this time.

**ADJOURNMENT** – The Authority Board adjourned at 12:43 P.M.

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

Respectfully Submitted

Jackie Powers, Authority Board Secretary/ FOIA Officer