



AUTHORITY BOARD MEETING

Date/Time: Wednesday, April 23, 2025; 12:00 P.M.

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

MINUTES

Board Members Present: Craig Thomas Miles Nielsen Staci Brown
John Phelps Tom Walsh Kevin Schwitters

Board Members Absent: Rudy Valdez Bobbie Holzwarth Megan McCoy

Others Present: Tim Rollins, Attorney
Alderman Chad Tuneberg

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

Chairman Craig Thomas calls the meeting to order at 12:03 pm.

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

MOTION: To approve March 26, 2025, minutes made by John Phelps, second by Staci Brown. Motion passes unanimously.

COMMITTEE REPORTS

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

Tom Walsh defers to the Treasurer's report.

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

Craig Thomas updates the board on the financial commitment from Winnebago County and the IGA with the City of Rockford and the desire to coordinate the terms of the IGA with the length of the contract with the Chicago Blackhawks. Craig Thomas provides an update on the effort to finalize the new parking lot agreement with the County. Craig Thomas advises that funding options are being explored for public funding for immediate needs at BMO Center, such as the concrete repair project.

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

Gretch Gilmore reviews the DEIB spreadsheet and a marketing push for the community grant application. Gretchen Gilmore requests that board members share information regarding sponsorships for the upcoming

Friday Night Flix events with their contacts. Gretchen Gilmore reviews the latest Naturalization ceremony at Coronado Theatre, and reviews staff volunteer activities. Staci Brown reiterates the importance of finding sponsorships for the Friday Night Flix events, and the price levels are reviewed.

- **Program Advisory Committee**

No report at this time.

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

Gretchen Gilmore reviews the Marketing handout and discusses the statistics from using the new marketing software. The new software does not yet have the capabilities of the previous program; however, we are in the first phase of the product's release, and it is being updated, and the expectation is that we should see a return on advertisement engagement soon. Gretchen Gilmore and Doug Johnson will keep the board updated, and further discussion may be necessary if the new system does not continue to improve. Gretchen Gilmore reports that Bethany Bohn, Director of Marketing and Private Events, is in Chicago meeting with the ASM Senior Vice President of Private Events and making contact with private event planners. Craig Thomas inquires about the response to the pre-show Club Coronado events, and a discussion follows regarding usable spaces in the Coronado that could be used for generating income during events.

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

No report at this time.

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

Craig Thomas reports that he spoke with Ryan Snider. The Blackhawks are complimentary of staff and operations, and it remains a priority that capital reserves are available to support ongoing facility maintenance.

TREASURER'S REPORT – Mr. Tom Walsh, Treasurer

Tom Walsh reports that March had a record-breaking event contribution and defers to Gretchen Gilmore, who reviews the event financials and their relation to the budget. A brief discussion follows regarding the budgeting process and forecast. Gretchen Gilmore states that the new budget is being put together and hopes to present it earlier than anticipated.

MOTION: To approve March 2025, financials as presented made by Tom Walsh, second by Staci Brown. Motion passes unanimously.

Gretchen Gilmore informs the board that one of our trusted vendors has approached us about selling his like-new lighting equipment and refers to an informational letter and presentation in the packet showing the higher quality and savings of the offered lighting equipment. Gretchen Gilmore requests the ability to put the lighting project out for bid. A brief discussion follows, highlighting the benefits of owning the equipment and charging a rental fee to promoters.

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

Gretchen Gilmore relays that the exterior project at the Coronado is ongoing, and they have been respectful of our event schedule. Doug Johnson informs the board that there have been many compliments regarding the new PA system at the Coronado Theatre. Gretchen Gilmore presents the board with a draft of RAVE's management responsibilities at Davis Park following the completion of construction. Craig Thomas reviews possible new obligations at the park and asks for input regarding expenses we may be responsible for. Gretchen Gilmore updates the board regarding the IceHogs' playoff game schedules. Gretchen Gilmore

informs the board that the new generators have been put in place, and we are working with NICOR to upgrade our meter to run the new system. The seats in Suite 10 will be replaced, and the installation of the Fall Arrest System should be completed by August 15, 2025. Gretchen Gilmore states we will be going out to bid for production equipment shortly.

Doug Johnson reviews events and his recent attendance at the Pollstar conference.

COUNSEL'S REPORT – Attorney Tim Rollins

No report at this time.

CHAIRMAN'S REPORT

Craig Thomas states that part of the IGA discussion includes the City of Rockford Entertainment Tax and our belief that it puts our venues at a competitive disadvantage if it is not applied to all like-venues. Discussions are ongoing and he will keep the board informed. A draft of the IGA will be distributed for review as it becomes available. Craig Thomas requests that the board consider dates to hold a board retreat.

CLOSED SESSION

OLD BUSINESS:

None at this time.

NEW BUSINESS:

None at this time.

ADJOURNMENT – The Authority Board adjourned at 1:05 P.M.

MOTION: To adjourn made by Staci Brown, second by John Phelps. Motion passes unanimously.

Respectfully Submitted

Jackie Powers, Authority Board Secretary/ FOIA Officer