



## AUTHORITY BOARD MEETING

**Date/Time:** Thursday, June 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      Staci Brown      Kevin Schwitters  
John Phelps      Tom Walsh      Bobbie Holzwarth

**Board Members Absent:** Rudy Valdez      Megan McCoy      Miles Nielsen

**Others Present:** Tim Rollins, Attorney  
Alderman Chad Tuneberg  
Alderman Frank Beach (by telephone)  
Julie Thomas, Executive Director, Rockford Symphony Orchestra  
Mike Kikta, Outgoing President, Rockford Symphony Orchestra Board  
Russ Stoneback, Incoming President, Rockford Symphony Orchestra Board  
Beth Howard, Executive Director, Friends of the Coronado

**Staff Present:** Gretchen Gilmore, General Manager, ASM Rockford  
Doug Johnson, Assistant GM & Regional Booking Director, ASM Global  
Jackie Powers, Finance Coordinator/RAVE Board Secretary, ASM Rockford

Chairman Craig Thomas calls the meeting to order at 12:02 pm.

**MINUTES** – The minutes from the May 28, 2025, meeting are approved.

***MOTION: To approve May 28, 2025, minutes made by Bobbie Holzwarth, second by Tom Walsh. 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 announces the most recent draft of the IGA agreement has been circulated and, due to ongoing revisions, will likely be delivered to the City of Rockford finance committee in August. The current draft will be circulated to the board and the board is encouraged to contact Craig Thomas with any questions or discussion points.

- **DEIB Advisory Committee**

**Mr. Rudy Valdez, Chair**

Gretchen Gilmore reviews the DEIB spreadsheet and reports that the first Friday Night Flix event at the Coronado Theatre was well attended.

- **Program Advisory Committee**

No report at this time.

- **Marketing and Social Media Committee**

**Ms. Megan McCoy, Chair**

Gretchen Gilmore reviews the Marketing handout and reports that the Programmatic Advertising is delayed; however, the Marketing department is working with Townsquare Media on the Advanced Audience Targeting Campaign. Gretchen Gilmore praises the marketing strategies that pushed suite sales for the recent graduation events and block parties for upcoming events at the Coronado Theatre.

- **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**

Tom Walsh refers to the financial reports and defers discussion to Gretchen Gilmore. Gretchen Gilmore reviews the financial statements, highlighting IceHogs playoff games. Gretchen Gilmore discusses the financial forecast and thanks Doug Johnson for his diligence in booking events, resulting in a projection for higher profits than expected for the season. Gretchen Gilmore updates the board on a previously outstanding bad debt and informs them that we will be entering into litigation to obtain payment.

***MOTION: To approve May 2025, financials as presented made by Tom Walsh, second by Bobbie Holzwarth. Motion passes unanimously.***

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

Gretchen Gilmore reports that the Intelligent lighting has been installed at the Coronado Theatre and is ready for use. Gretchen Gilmore informs the board that the Generator Project is ongoing, and there will be the upcoming week, the power will need to be shut down in the building.

Gretchen Gilmore relays that Senator Steve Stadelman has informed her that \$1.5 million dollars in state funds have been committed to the Phase Two BMO Concrete Project. Gretchen Gilmore updates the board that the generator project is going well, and Nicor will design the new meter for the project. Gretchen Gilmore informs the board that a plan is being developed with Nelson Fire Protection to upgrade and repair areas of the fire suppression system in the BMO Center. Craig Thomas inquires about the status of the Davis Park renovations and is told work is expected to begin in early July on phase one, with additional plan renderings to be provided.

Doug Johnson reviews general strategies and industry trends based on data from the first six months of the year. Doug Johnson provides a comparison of the Coronado Theatre with area theatres and discusses another event that was previously in our theatre but has now been booked with Hard Rock Casino. Doug Johnson reviews new bookings at both venues, with a large number of events in October.

Doug Johnson highlights relationships with new promoters and strategies to acquire new bookings.

Gretchen Gilmore updates the board regarding on-sale dates for the Rockford Symphony Orchestra and the Broadway at the Coronado series.

Doug Johnson reviews the recent Rockford Public Schools graduation ceremonies and incidents resulting in property damage and police involvement. More police presence was secured for the remaining graduation events, and updated security measures were communicated promptly through social media. Doug Johnson reviews suggested strategies to be in place in the future to prevent similar situations. Rockford Public Schools have been invoiced for damages.

Gretchen Gilmore informs the board that the ASM Hospitality and Venue Leadership Summit is in San Francisco in August and will be attended by Gretchen Gilmore and Doug Johnson, as well as the Director of Food and Beverage and Executive Chef from Savor. Gretchen Gilmore announces the implementation of a new required Incident Management System beginning in July 2025, and a required security site survey happening in the upcoming months. Gretchen Gilmore states that an agreement with the local stagehands union has been reached for their new contract.

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

No report at this time.

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

Craig Thomas invites Beth Howard, Executive Director, Friends of the Coronado, to update the board regarding projects at the Coronado Theatre. Beth Howard reviews progress on the LED lighting project, with priorities given to bringing the lighting up to code and restoring the atmospheric lighting system to the theatre to enhance the overall theatre experience for our patrons. Beth Howard relays that while the costs are substantial, phase one is going out to bid, and fundraising efforts have begun for this transformational project.

Craig Thomas thanks Gretchen Gilmore and Doug Johnson for a successful year that was challenging yet productive. Craig Thomas states he and Gretchen Gilmore are working together to create an agenda for the upcoming Board Retreat, including information from the Finance Committee regarding the effect of the operation of the Hard Rock Casino on our financials.

#### **CLOSED SESSION**

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

None at this time.

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

None at this time.

**ADJOURNMENT** – The Authority Board adjourned at 12:54 P.M.

***MOTION: To adjourn made by Tom Walsh, second by Bobbie Holzwarth. Motion passes unanimously.***

Respectfully Submitted

Jackie Powers, Authority Board Secretary/ FOIA Officer