



AUTHORITY BOARD MEETING

Date/Time: Wednesday, July 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 Staci Brown Kevin Schwitters
Rudy Valdez Tom Walsh Megan McCoy

Board Members Absent: John Phelps Bobbie Holzwarth Miles Nielsen

Others Present: Tim Rollins, Attorney
Alderman Chad Tuneberg
Kevin McCarthy, Winnebago County Liaison
Alyson Broman Conn, Citizen

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 June 26, 2025, meeting are approved.

MOTION: To approve June 26, 2025, minutes made by Tom Walsh, second by Kevin Schwitters. 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 states he and Gretchen Gilmore are working on the agenda for the upcoming RAVE Board Retreat.

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

Rudy Valdez and Gretchen Gilmore reviews the DEIB spreadsheet and note Guest Services Policies are being updated and reviewed and part-time box-office staff is being hired.

- **Program Advisory Committee**

No report at this time.

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

Megan McCoy reviews the Marketing handout, emphasizing the new digital marketing platform going live, with more updates to come as the system continues to gather data. Gretchen Gilmore updates on the success of block parties and Club Coronado events. Gretchen Gilmore explains the upcoming Broadway Select-a-Seat event for Broadway series subscribers, and an upcoming staff-created event called Spirits & Spirits in October.

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

No report at this time.

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

Craig Thomas reports he and Ryan Snider, President of Business Operations for the Rockford IceHogs, had a virtual meeting to discuss general matters, including an overview of the proposed IGA.

TREASURER’S REPORT – Mr. Tom Walsh, Treasurer

Tom Walsh gives the board an overview of the financials and defers to Gretchen Gilmore. Gretchen Gilmore reviews the financials regarding events and past bookings and performance, including the offset this year of Event Income and Other Operating Income. Gretchen Gilmore states that even with high expenses from utilities, repairs, and maintenance we were able to financially achieve our third best year.

MOTION: To approve June 2025, financials as presented made by Staci Brown, second by Rudy Valdez. Motion passes unanimously.

Gretchen Gilmore reviews the FY26 budget, explaining the more aggressive approach overall for the new year, highlighting direct and indirect expenses. Gretchen Gilmore explains the three different events included in the AHL All Star dates, including a Hall of Fame Induction at the Coronado Theatre, A skills competition, and a team challenge, both being ticketed events at the BMO Center. Tom Walsh states the finance committee has reviewed and recommends the board approve the FY26 budget.

MOTION: To approve FY26 Budget as presented, subject to minor clean-up edits, made by Rudy Valdez, second by Tom Walsh. Motion passes unanimously.

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

Gretchen Gilmore reports that the Exterior Façade Project at the Coronado Theatre is ongoing and the completion date is set for November 30, 2025. Phase One of Davis Park has been announced to proceed with ongoing discussions regarding the stage and concession building. Gretchen Gilmore states the generator project at BMO Center is waiting on NICOR to complete the design of the new meter for installation mid-September to meet the deadline before the ice is installed for the new season.

Gretchen Gilmore informs the board the seats in Suite 10 have been replaced and the old seats will be used for parts, and the new Fall Arrest System is being delivered and will be installed in August. Gretchen Gilmore reports renovation updates to the visiting team locker room and installation of the new cameras in the production booth, including new fiber being installed in the building to upgrade the broadcast experience. Gretchen Gilmore states the home team locker room is also undergoing a renovation while repairs are being made from recent damages from a water pipe leak.

Doug Johnson gives the board a program update highlighting upcoming events at the Coronado Theatre.

COUNSEL'S REPORT – Attorney Tim Rollins

No report at this time.

CHAIRMAN'S REPORT

Craig Thomas reviews the Intergovernmental Agreement and thanks everyone for their input. Gretchen Gilmore highlights the reference to the City Amusement Tax in the agreement and Craig Thomas explains to the board that the City of Rockford is continuing to review the application of the tax to all entertainment venues in the city. Gretchen Gilmore reviews sections of the IGA with the board to bring their attention to several inclusions in the text regarding financial support and re-payments.

Gretchen Gilmore reviews the responsibilities of RAVE in the agreement regarding Davis Park, with amendments to the agreement being allowed as the renovation project continues.

Gretchen Gilmore details the Capital Planning & Implementation section of the agreement and Craig Thomas highlights the aggressive expectations of the IGA as they relate to our staff and organization versus historical subsidies provided to the operations of the Coronado and BMO Center.

Alderman Chad Tuneberg notes the need for ongoing conversations regarding utilization of spaces in the buildings to generate revenue, including the Corner Space at the Coronado Theatre, currently being used solely by Friends of the Coronado.

MOTION: To approve Intergovernmental Agreement between the City of Rockford and the Rockford Area Venues and Entertainment Authority, supporting the Arena, Coronado Theatre, and Davis Park, effective July 1, 2025, through September 30, 2031, as presented and authorize the signing by Chairman Craig Thomas, made by Tom Walsh, second by Staci Brown. Motion passes unanimously.

CLOSED SESSION

OLD BUSINESS:

None at this time.

NEW BUSINESS:

None at this time.

ADJOURNMENT – The Authority Board adjourned at 1:04 P.M.

MOTION: To adjourn made by Rudy Valdez, second by Tom Walsh. Motion passes unanimously.

Respectfully Submitted,

Jackie Powers, Authority Board Secretary/ FOIA Officer