



## AUTHORITY BOARD MEETING

**Date/Time:** Wednesday, December 3, 2025; 12:00 P.M.

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

### MINUTES

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

**Board Members Absent:** John Phelps      Rudy Valdez      Megan McCoy  
Bobbie Holzwarth

**Others Present:** Tim Rollins, Attorney  
Alderman Chad Tuneberg  
Alderman Frank Beach  
Kevin McCarthy, Winnebago County Liaison

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

Chairman Craig Thomas calls the meeting to order at 12:05 pm.

**MINUTES** – The minutes from the October 29, 2025, meeting are approved.

***MOTION: To approve the October 29, 2025, minutes made by Tom Walsh, 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 brings the Board's attention to the 2026 meeting calendar in the packet. Chairman Thomas states that although the Amusement tax was not approved for the State of Illinois, the board should be aware that the issue may resurface in the Spring session, and the board will be prepared to act.

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

Gretchen Gilmore reviews the DEIB Scorecard and highlights staff involvement in a donation drive, along with the Rockford Symphony Orchestra, for the Rockford Rescue Mission.

- **Program Advisory Committee**

No report at this time.

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

Gretchen Gilmore reviews the Marketing handout. There is a brief discussion regarding the Legends HQ versus the previous Silver Lake Digital system. Doug Johnson discusses the limitations of marketing software integrating with the TicketMaster system. It is determined that Gretchen Gilmore will communicate with Legends Entertainment to ensure the new product is as effective as the previous system. Gretchen Gilmore notes we have undergone a rebranding, and our new website and email addresses are @RockfordLive.com. Gretchen Gilmore announces the launch of a new membership program at the Coronado, and more private events will be incentivized through extended grant funding.

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

Gretchen Gilmore reports that a plan has been formulated and discussed for upcoming projects in 2026 and a list will be distributed to the board.

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

No report at this time.

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

Tom Walsh updates the board on the delayed state of the audit with an expectation that it will be submitted by the December 30, 2025, deadline for grant funding. Gretchen Gilmore reviews the October financials, highlighting budgeted shows versus completed events and year-to-date income. Gretchen Gilmore states she will distribute a budget forecast upon completion and review by the Finance Committee.

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

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

Gretchen Gilmore reviews projects at the Coronado Theatre and provides the board with proposed completion dates in December and notes that due to winter weather, some projects will be moved to Spring.

Gretchen Gilmore informs the board that there will be a 250<sup>th</sup> Anniversary Celebration in Davis Park on July 3, 2026, which will serve as the kickoff event for the park. Gretchen Gilmore reviews upcoming IceHogs game events and the installation of the new electronic dasher boards in the arena.

Gretchen Gilmore relays that Nicor has been onsite to complete their part of the new generator installation with the new system expected to go online in the coming week.

Doug Johnson updates the board on programming and relays information regarding the downward trend of ticket sales in smaller venues nationwide, necessitating more strategic booking, pricing, and marketing efforts.

**COUNSEL’S REPORT – Attorney Tim Rollins**

No report at this time.

**CHAIRMAN’S REPORT**

No report at this time.

**CLOSED SESSION**

***MOTION: Motion to go into closed session made by Tom Walsh, second by Miles Nielsen. Motion passes unanimously.***

Closed session begins at 12:46 pm.

Open session resumes at 12:54 pm.

**OLD BUSINESS:**

None at this time.

**NEW BUSINESS:**

None at this time.

**ADJOURNMENT** – The Authority Board adjourned at 12:55 P.M.

***MOTION: To adjourn made by Miles Nielsen, second by Tom Walsh. Motion passes unanimously.***

Respectfully Submitted,

Jackie Powers, Authority Board Secretary/ FOIA Officer