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STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081 www.sterlingmunicipalband.com

EVENT: City of Sterling, Illinois – Band Commission Regular Meeting
LOCATION: Sterling Coliseum: 212 Third Avenue Sterling, Illinois 61081 Conference Room 104 (first floor)
DATE: Monday June 13, 2016
TIME: 5:30 p.m. – 6:30 p.m.

AGENDA

I. Call to Order

II. Consensus Items

- A. Approval of Minutes of the May 9th Regular Meeting

III. Administrative Business

A. Business Manager Report {PS}

- 1. Financial Figures (donations, payroll, requisitions)
- 2. Approval of Financial Reports from May 2016.

B. Travel Manager Report {CJ}

- 1. update on Summer 2016 Guest Conductors

C. Band Director Report {JJ}

IV. Comment from the Public

V. Old Business

- A. review & approve employment rubrics
- B. review & approve event-planning rubrics
- C. finalize & approve Business Manager / Personnel Manager job description
- D. Woodlawn Arts Academy pre-concert performances
- E. policy handbook editing
- F. year-end budget review
- G. trifold concert program {GR}

VI. New Business

- A. portable toilet placement {GR}

VII. Miscellaneous

VIII. Adjournment

NEXT BAND COMMISSION MEETING is...

...Monday July 11th at 5:30 p.m. in Conference Room 104 of the Sterling Coliseum: 212 Third Avenue