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STERLING MUNICIPAL BAND

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CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday March 14, 2016

The Regular Meeting of the Sterling Band Commission was held Conference Room 104, 1st floor of 212 Third Avenue, at 5:30pm on Monday March 14, 2016.

REGULAR MEMBERS PRESENT: Dianne Ausman (chair),
Allen Lee, Kevin O'Keefe, Jason Reter, Gonzalo Reyes

REGULAR MEMBERS ABSENT: [none]

ADMINISTRATIVE MEMBERS PRESENT: Jon James (Director)
Cathy James (Travel Manager)
Patrick Sheehan (Business & Personnel Manager)

ADMINISTRATIVE MEMBERS ABSENT: [none]

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I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:33 p.m.

II. CONSENSUS ITEMS

A. The minutes from the February 8th meeting were approved.

motion to approve February 8th Regular Meeting minutes				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

The January 2016 and February 2016 financials & Business Manager reports were given:

motion to approve the January 2016, February 2016 financial / Business Manager reports:				
Ausman	Lee	O'Keefe	Reter	Reyes
		<i>motion seconded</i>	<i>motion made</i>	
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

B. Travel Manager's Report:

Mrs. James passed out biographies of two of the Summer 2016 guest conductors: Peter Boonshaft will appear on June 15th, and Paul Crider will be on August 3rd. Destinations Travel Services has recently requested an approval by the Business Manager to use the City's credit card for airfare purchases. As Mrs. James is the primary contact with Destinations, they will call her for approval & verification of particular details. Mr. Sheehan may be called for approval to bill the City's credit card.

C. Band Director's Report:

Mr. James has contacted the Sterling High School custodial staff and passed along the March-April rehearsal schedule. Mr. Jason Austin has also been contacted. Tim Schlegel (Centennial Auditorium Director) needs a final answer regarding the use of the concession stand / sales by concert time.

IV. Comment from the Public

- No citizens were present at this meeting.

V. Old Business

A. web presence

Commissioner Reyes will contact Terry (fire department) for the possibility of posting agendas, minutes and legal documents on a particular page of the City's website (ci.sterling.us)

B. Policy Handbook editing

This subject was tabled to the special executive meeting.

VI. New Business

A. estimated costs for Summer 2016 guest conductors

Mr. Boonshaft (June 15th) has not replied to communication regarding his fee, neither has Paula Crider (August 3rd).

B. budget review

This topic is out of date. The 2015-2016 amended budget and requested 2016-2017 budget were submitted at the end of January to the Finance Director. Upon further communication, the Finance Director has stated that the Band's budget is in no jeopardy.

C. music purchases

If Mr. James is to purchase any music for the SMB library, he is to bring the request to the Commission before purchase or requisition time.

D. Hopkins Family Donation

It was formally approved that a \$500 donation will be made to the memorial fund at Sterling Federal Bank towards the deceased Hopkins family. Mr. Sheehan will go forward with the Finance Department to send a check to that account.

motion to approve a \$500 donation to be sent to the Hopkins Family memorial fund:				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>			<i>motion seconded</i>
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

E. set date for working group meeting

Chairman Ausman asked the Commission if it was in fact Mr. Sheehan's responsibility to publish the agenda for the March 24th special executive meeting, and the Commission agreed. Mr. Sheehan apologized for the discrepancy and the cancellation of said meeting.

VII: Miscellaneous

- Commissioner Reyes asked Mr. James to explore the options of how to evaluate individual members (players) of the Band.
- a criteria for Band membership must be established and put in writing.
- status of a tri-fold Summer program for this upcoming season.
- Mr. James will need to research who he would like to see as his successor or emergency substitute should the need(s) arise.

Commissioner Reyes stated that the TCES (Twin City Educational Scholarship) has changed their name to the SVTCES (Sauk Valley Twin City Educational Scholarship); the group has agreed to provide tacos, nachos etc. for the 2016 Music Under the Stars season.

VIII: Adjournment

The meeting was adjourned at 6:42 p.m.

motion to adjourn meeting				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>		<i>motion seconded</i>	
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

Minutes taken by Patrick Sheehan and are hereby submitted to the Clerk of City of Sterling.



Business Manager, Sterling Municipal Band

Tuesday March 15, 2016

**Next Regular Meeting of the Sterling Band Commission will be
Monday March 14th 2016 at 5:30pm in Conference Room 104
– 1st Floor of 212 Third Avenue, Sterling, IL 61081**

<i>Monday April 11, 2016</i>	<i>Monday May 9, 2016</i>	<i>Monday June 13, 2016</i>
<i>Monday July 11, 2016</i>	<i>Monday August 8, 2016</i>	<i>Monday September 12, 2016</i>
<i>Monday October 10, 2016</i>	<i>Monday November 14, 2016</i>	<i>Monday December 12, 2016</i>