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STERLING MUNICIPAL BAND

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CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday March 9, 2015

The Regular Meeting of the Sterling Band Commission was held in the Council Chambers, 1st floor of 212 Third Avenue, at 5:30pm on Monday March 9, 2015.

REGULAR MEMBERS PRESENT: Tim Lauff (chairman), Dianne Ausman, Allen Lee,
Gonzalo Reyes

REGULAR MEMBERS ABSENT: Cheryle Colmark (pre-noted absence)

ADMINISTRATIVE MEMBERS PRESENT: Cathy James, Jon James, Patrick Sheehan

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I. CALL TO ORDER

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

II. CONSENSUS ITEMS

A. The minutes from the January 12th Regular Meeting were displaced out of DropBox; the approval of these minutes was tabled to this meeting.

| approval to adjourn meeting | | | | |
|------------------------------|--------------------|---------|------------------------|------------|
| Lauff | Ausman | Colmark | Lee | Reyes |
| | <i>motion made</i> | | <i>motion seconded</i> | |
| <i>aye</i> | <i>aye</i> | | <i>aye</i> | <i>aye</i> |
| <i>motion carried</i> | | | | |

B. The minutes from the February 9th Regular Meeting were approved.

| approval to adjourn meeting | | | | |
|------------------------------|--------------------|---------|------------------------|--------------------|
| Lauff | Ausman | Colmark | Lee | Reyes |
| | <i>motion made</i> | | <i>motion seconded</i> | <i>motion made</i> |
| <i>aye</i> | <i>aye</i> | | <i>aye</i> | <i>aye</i> |
| <i>motion carried</i> | | | | |

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

Business Manager Sheehan delivered financial figures for February 2015.

1. Donation Revenue (none from the last regular meeting)

| | | | |
|--|--|--|--------------------|
| | | | |
| | | total donation revenue for 2014-2015 fiscal year: | \$33,752.82 |
| | | total donation revenue for January 1, 2015 – present "published list": | \$347.00 |

2. Payroll

Payroll was submitted on Friday February 27th, and was paid out on Friday February 4th.

| | | | |
|--------------------|--------------------|---------------------------------|-------------------|
| Administration pay | March 1 – March 31 | | \$1,500.00 |
| | | total payroll for January 2015: | \$1,500.00 |

3. Purchase Orders / Requisitions

| VENDOR | PRODUCT | SERVICE FOR... | PAID ON... | AMOUNT |
|--------------------|----------------|------------------------|-------------------|---------------|
| SBM | 10 boxes env. | Annual appeal mailing | (submitted) | \$23.90 |
| ASCAP | Licensing | Annual license renewal | (submitted) | \$339.33 |
| Big John Toilets | One unit | Summer 2015 Concerts | (to be paid) | \$115.71 |
| Postmaster General | SMB P.O. Box | Mail | (to be paid) | \$84.00 |

4. Budgetary Information:

- The proposed budget for the Municipal Band was discussed with the Finance Director and submitted on Jan. 22, 2015.
- Budget for Fiscal Year 2014-2015 was \$97,851.
- Amended budget for Fiscal Year (2014-2015) [with Spring Concert expenditures): \$98,120.
- Requested budget at this time for Fiscal Year 2015-2016 is \$102,656. The worksheets were increased by 3% for every line item from what was our requested budget for this year.

Budget dates up until passage for the new Fiscal Year (all dates except bold are subject to change).

March 9: Work Session III with Council

March 10-13: Prepare final revisions to working copy

March 14: Distribute working copies to Council, departments, and boards.

March 23: Work Session IV with Council (if needed)

March 24-27: prepare revisions from work session IV

March 26: notice of public hearing published in newspaper (10 calendar days before public hearing & working copy is on display)

April 6: Public hearing on the FY2015-2016 budget. (a week before our April meeting)

April 7-10: prepare final revisions from public hearing

April 17: final revisions distributed

April 20: Passage of amended budget ordinance, passage of budget ordinance, passage of compensation plan ordinance, passage of sewer & garbage ordinance

B. Travel Manager's Report:

1. Spring Concert guest artist update: Mrs. James has secured Patrick Sheridan, an internationally-known tubist with Jupiter instruments, as our contracted guest artist for the April 29th concert. Jupiter (as his endorsement company) will cover \$500 of his performance fee, all of his airfare, his rental car, his lodging and meals; this leaves SMB to pay for \$2,000 of his performance fee. Mr. Sheridan will arrive on Tuesday April 28th to rehearse with the band; other travel plans unknown at this point.

2. Summer 2015 Guest Conductor lineup: The following guest conductors have been contracted to conduct the SMB this Summer:

| | |
|---|--|
| David Bean (Morrison High School, to retire): | June 10 th |
| Dr. Robyn Bell (State College of Florida): | June 24 th |
| Colonel Timothy Foley (former conductor "The President's Own"): composer Timothy Rhea: | July 22 nd July 29 th |

- There are also some internal SMB soloists that will perform on other concert dates throughout the Summer.

C. Band Director's Report:

1. Spring Concert rehearsal permissions update: Director James stated that he contacted the principal's secretary at Sterling High School, submitting all rehearsal dates in March and April. There will also be a custodian to open the doors for entry on Wednesday evenings.

As a side note, the cannon troop for the upcoming July 1 Extravaganza concert has been solidified.

Commissioner Lee suggested some public relations avenues as Patrick Sheridan visits Sterling to play the Spring Concert. Mr. Sheehan said he could arrange a pre-interview (telephone) through WNJJ. There is an undetermined time when Mr. Sheridan arrives to Sterling; if time allows between his arrival and the evening rehearsal, a Quad Cities or Rockford television reporter could interview him for local broadcast and promotion.

IV. Comment from the Public

No citizens were present.

V. Old Business

1. Band Commission Policy Handbook Assembly Status

Business Manager Sheehan modeled a first draft of our policy handbook from the Northshore Concert Band's handbook, eliminating the sections and clauses that do not apply to the organization of our Band. Mr. Sheehan displayed this document on the viewing screens to give the Commission an overview of what it contains.

At this point, the Microsoft Word document will be put on Google Drive so that all Commissioners may read through it. After the next meeting, each Commissioner will edit the document with their own suggestions, and will have a color font assigned to them, denoting the person who made the edits.

2. Smoking Ban / Ordinance at Grandon Civic Center

Business Manager Sheehan reported that City Manager Scott Shumard and City Attorney Ron Coplan have had no headway on drafting the ordinance to pass onto the City Council. Mr. Coplan will be out for a surgery which will remove him from his duties for a short amount of time.

3. Commissioner Caretta Assignments, Summer 2015

Commissioner Ausman has filled in her dates on the GoogleDoc. There is still time to make commitments to staff the caretta; item tabled to next meeting.

4. Sterling Main Street Festival, July 2015

Director James has not been given any new information from Sterling Main Street regarding this event. However, we have a guest conductor contracted for that concert (Colonel Tim Foley).

5. Woodlawn Arts Academy Youth Band Pre-Performances, Summer 2015

Brendon O'Donnell, Band Director at Rock Falls Middle School, wishes to present small performances (ca. 6:30 p.m.) onstage before Music Under the Stars concert this coming Summer. Director James reported that he has not received new information from Mr. O'Donnell regarding this plan to date. However, Mr. O'Donnell asked if [perhaps] he or his band members would be paid, which is not possible.

VI. New Business

1. Planning for Possible Budget Cuts (State of Illinois, Governor Rauner)

Commissioner Lee appraised everyone that due to the state plans regarding budget, there is a possible \$300,000 that the City of Sterling will have to cut from its budget. If the budget cuts happen to go through, the Band Commission will have to reduce its budget when a percentage number is handed down. Mr. Sheehan displayed the current budget on the screens so that the Commission could study what the possible cutbacks could be, and several other points and possibilities were discussed. More discussion cannot take place until a percentage or dollar amount is handed down from the City of Sterling Finance Department. This item was tabled to the next meeting.

VII. Miscellaneous

None.

VIII: Adjournment:

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

| approval to adjourn meeting | | | | |
|------------------------------------|---------------|----------------|------------------------|--------------------|
| Lauff | Ausman | Colmark | Lee | Reyes |
| | | | <i>motion seconded</i> | <i>motion made</i> |
| <i>aye</i> | <i>aye</i> | | <i>aye</i> | <i>aye</i> |
| <i>motion carried</i> | | | | |

Minutes respectfully submitted by...



Business Manager, Sterling Municipal Band

Tuesday March 10, 2015

**Next Regular Meeting of the Sterling Band Commission will be
Monday April 20th, 2015 at 5:30pm in the "glass" conference room (by elevator)
- 1st Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday April **20**, 2015*
Monday July 13, 2015
Monday November 9, 2015
Monday February 8, 2016
Monday May 9, 2016
Monday August 8, 2015
Monday November 14, 2016

Monday May 11, 2015
Monday September 14, 2015
Monday December 14, 2015
Monday March 14, 2016
Monday June 13, 2016
Monday September 12, 2016
Monday December 12, 2016

Monday June 8, 2015
Monday October 12, 2015
Monday January 11, 2016
Monday April 11, 2016
Monday July 11, 2016
Monday October 10, 2016