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**STERLING MUNICIPAL BAND**

Post Office Box 991 Sterling, Illinois 61081 [www.sterlingmunicipalband.com](http://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 January 11, 2016  
**TIME:** 5:30 p.m. – 6:30 p.m.

**AGENDA**

**I. Call to Order**

**II. Consensus Items**

- A. Approval of Minutes of the December 2015 Regular Meeting

**III. Administrative Business**

**A. Business Manager Report {PS}**

- 1. Approval of Financial Reports of December 2015
- 2. Financial Figures (donations, payroll, requisitions)

**B. Travel Manager Report {CJ}**

- 1. Winter Pops

**C. Band Director Report {JJ}**

**IV. Comment from the Public**

**V. Old Business**

- A. Band Commission Policy Handbook group editing: Constitution & Bylaws / further

**VI. New Business**

- A. Business Manager job description
- B. Advertisement, media contacts, and news release procedures
- C. final draft of Code of Conduct
- D. final draft of Band Director Contract & addendum
- E. examples of incident reports / reporting time
- F. 2016 Calendar review
- G. yearly goals for Administrators
- H. web presence

**VII. Miscellaneous**

**VIII. Adjournment**

***NEXT BAND COMMISSION MEETING is...***

***...Monday February 8 at 5:30 p.m. in Conference Room 104 of the Sterling Coliseum: 212 Third Avenue***