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STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081

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CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday January 11, 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 January 11, 2016.

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

REGULAR MEMBERS ABSENT: Jon James, Director

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

I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:34 p.m.

II. CONSENSUS ITEMS

A. The minutes from the December 12th meeting were approved.

motion to approve December 14th 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>motion carried</i>				

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

Business Manager Sheehan reported the financial figures from December 2015:

1. Donation Revenue

total donation revenue since last Commission Meeting:	\$50.00
total donation revenue: program list January 1, 2015 to present:	\$30,784.31
total donation revenue: 2015-2016 Fiscal Year to date:	\$20,540.31
percentage of donation revenue from last year's point:	+\$182.00, up 110%

Mr. Sheehan circulated a table which reflected the increases & decreases, month-by-month of donation revenue from 2015 and late 2014. This document will be a living document.

2. Payroll

Payroll will be distributed on Friday January 8, 2016:

Administration pay	January 1 – January 31	\$1,500.00
Administration performance	December 1 – December 31	\$90.00
Band members	December 1 – December 31	\$2,110.00
total payroll for December 2016:		\$3,700.00

3. Purchase Orders / Requisitions

VENDOR	SERVICE	INVOICE AMOUNT

approval of Business Manager report				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>			<i>abstained</i>
<i>motion carried</i>				

B. Travel Manager's Report:

- For Winter Pops Concert preparations:

Grummert's Hardware has 15 round tables and 5 long tables for catering containers...these will be dropped off at Abiding Word on Thursday the 14th. Reservations are at a number of 90, there will be more to come. Table attendees will be able to take home the floral centerpieces. Commissioner Lee stated that the Aldermen will be invited to attend to dine at a table. In regards to advertising, we have 13,340 clicks on the online "pencil pushdown", which is a larger percentage than normal.

C. Band Director's Report:

- Mr. James reported that rehearsals are going well and that the Band is prepared. He apologized for not attending last month's meeting, and explained to how the athletics schedule conflicts with his school band concerts, which prevented him from attending in December. At the Midwest Band Clinic, they no longer have clinics or panels which are no longer offered. Mr. & Mrs. James spoke with a few guests at the Clinic who are interested in guest-conducting this Summer.

IV. Comment from the Public

- No citizens were present at this meeting.

V. Old Business

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

Commissioner Reyes suggested to table this until a later meeting.

VI. New Business

A. Business Manager Job Description

Commissioner Lee suggested to table this for an elongated & separate Executive Session, along with other topics.

B. Advertisement, media contacts, and news release procedures

Commissioner Lee explained the process of Associated Press style for news releases. Mrs. James stated that she received some undeliverable addresses that must be corrected.

C. final draft of Code of Conduct

Minor edits were agreed upon, and the Code of Conduct will be distributed and signed by each Band member in March, when the ensemble convenes for rehearsals. The back of the form will be updated to include a yearly signature, for reminder purposes.

motion to amend and approve the Code of Conduct				
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>				

D. final draft of Band Director Contract / addendum

Clarifications to both the contract and the addendum were discussed, and the contract will be signed and go into effect immediately.

motion to approve Band Director contract with corrections				
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. Examples of Incident Reports / Reporting Time

Mrs. James provided a simple example of an incident report. Mr. Sheehan will re-draft that form and apply it to the Band. For our purposes, we will have a back page where the reporter will be able to draft a statement for the record. There will also be a space available which will explain how Mr. James acted to resolve the problem. The total reporting time process shall be 72 hours.

F. 2016 Calendar Review

Mr. Sheehan circulated a one-page color-coded chart "master calendar" which included all dates pertaining to the Band; city dates, rehearsal dates, concert dates, dates dealing with financials, Main Street events, etc. Contracts and executive session reviews will be added to the calendar.

G. Yearly Goals for Administrators

Commissioner Reyes believed it to be a good idea to draw up a small list of goals for each administrator and a reporting system to the Commission. These goals could also be a part of Administrator evaluations. These goals will be explored next month.

H. Web Presence

Commissioner Reyes felt uncomfortable with "sterlingmunicipalband.com" appearing at the head of all of our documents. He feels that the Commission should have ownership and control of the Band's website. Mrs. James communicated with City Manager Scott Shumard; Mr. Shumard responded that he does not allow the police or fire departments to build their own website. He will however, allow a page on the City's website for the Band. Mr. Reyes will now communicate with Teri Saathoff in regards to this permission.

VII: Miscellaneous

- Now that the Band Commission has five commissioners, Mr. Reyes will communicate with Mayor Lee to set up commission / board training for our education & growth.

VIII: Adjournment

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>				

IX: Adjournment:

The meeting was adjourned at 7:37 p.m.

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



Business Manager, Sterling Municipal Band

Tuesday January 12, 2016

**Next Regular Meeting of the Sterling Band Commission will be
Monday February 8th 2016 at 5:30pm in Conference Room 104
- 1st Floor of 212 Third Avenue, Sterling, IL 61081**

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