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## STERLING MUNICIPAL BAND

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Post Office Box 991 Sterling, Illinois 61081

[www.sterling-il.gov/band.cfm](http://www.sterling-il.gov/band.cfm)

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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday January 9, 2017

The Regular Meeting of the Sterling Band Commission was held Conference Room 104, 1<sup>st</sup> floor of 212 Third Avenue, at 5:30pm on Monday January 9, 2017

**REGULAR MEMBERS PRESENT:** Dianne Ausman (chair),  
Kevin O'Keefe, Allen Lee, 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 5:36 p.m. An attendance roll call was taken:

<b>attendance roll call</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
<i>(present)</i>	<i>present</i>	<i>present</i>		<i>present</i>
<b>chair &amp; three (3) commissioners present</b>				

**II. CONSENSUS ITEMS**

A. The minutes from the December 12<sup>th</sup> Regular Meeting were discussed, and were approved pending revisions.

<b>motion to approve December 12<sup>th</sup> Regular Meeting minutes with revisions</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O’Keefe</b>		<b>Reyes</b>
		<i>motion made</i>		<i>motion seconded</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

**III. ADMINISTRATIVE BUSINESS**

**A. Band Manager’s Report:**

The December 2016 Business Manager Financial Summary was reviewed and discussed:

<b>motion to receive the December 2016 Business Manager reports:</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O’Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>	<i>motion made</i>		
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

**B. Travel Manager’s Report:**

Mrs. James reported that there were 102 reservations made for the Winter Pops Concert that took place on Friday January 6<sup>th</sup>. The poker chip / voucher system worked well; the caterer verified that no one snuck in to the food serving area. Mrs. James asked for an increase in budget for program paper for 2018, as we were short on programs for the attendees. Commissioner Lee added that he had head-counted 188 people in the free-seating section.

**C. Band Director’s Report:**

Mr. James reported that composer Christopher Tucker will guest-conduct this Summer. He is already formulating ideas for the Kids Konzert and has new music in mind. Commissioner O’Keefe inquired about asking local high school band directors to guest-conduct, and Mr. James will ask those people on their availability.

**IV. Comment from the Public** (no public present)

**V. Old Business**

**A. Policy Handbook**

Commissioner Reyes read his revisions aloud. Terminology of “President” will be changed to “Chair”. Once our bylaws are formulated, they must be passed on to legal counsel (City Attorney Tim Zollinger), then the City Council.

**B. Rock River Jazz Band travel**

Commissioner Reyes spoke with Mayor Lee. There must be a subcontractor agreement drawn up regarding this matter; the person designated to do so has not been determined. Mrs. James will bring a sample of what she uses for a subcontractor document to the next meeting.

**C. Order of Motions**

[tabled to the next meeting]

## VI. New Business

### A. Nominees for new Band Commissioner

Amy Boze (band member) and Sr. Philomene Reiland are two possibilities for who could serve on the Band Commission.

### B. Winter Pops Concert preparation rubric / checklist

Mrs. James will have this finalized and in document form in February.

### C. Winter Pops Concert assessment

Mr. James stated that this past concert was longer than he had intended, due to the length of pieces he chose for the program. The food served by Creative Cuisine was well-received and praised by ticketholders. All concertgoers enjoyed the arrangement of *Auld Lang Syne* at the end of the program.

## VII. Executive Session

<b>motion to enter into Executive Session</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion made</i>	<i>motion seconded</i>		
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

The Band Commission entered Executive Session at 6:40 p.m.

<b>motion to exit into Executive Session, rejoin Open Session</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
		<i>motion seconded</i>		<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

The Band Commission exited Executive Session and re-joined Open Session at 7:24 p.m.

## VIII: Adjournment

<b>motion to adjourn meeting:</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>			<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

The meeting was adjourned at 7:25 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 10, 2017**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday February 13, 2017 at 5:30pm in Conference Room 104  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday April 10, 2017*

*Monday July 10, 2017*

*Monday October 9, 2017*

*Monday May 8, 2017*

*Monday August 14, 2017*

*Monday November 13, 2017*

*Monday March 13, 2017*

*Monday June 12, 2017*

*Monday September 11, 2017*

*Monday December 11, 2017*

