

STERLING MUNICIPAL BAND
 Post Office Box 991
 Sterling, Il. 61081
<http://sterling-il.gov/band.cfm>

City of Sterling
 Band Commission Meeting Minutes
 2/12/2018
 Meeting commenced at 6:07

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzolo S. Reyes	P		
Band Commissioner Alex Segneri	P		
Band Commissioner R. Allen Lee	P		
Band Commissioner Amy Boze	P		
Band Commissioner Kevin O'Keefe	P		
Conductor Jon P. James	P		
Travel Manager Cathy L. James	P		
Business Manager Paul Ausman	P		

I. CALL TO ORDER

Interim Chairman Reyes called the meeting to order at 6:07 p.m.
 Attendance roll call was taken showing:

Attendance Roll Call				
Reyes	Segneri	Lee	Boze	O'Keefe
<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>
five (5) commissioners present				

II. DISCUSSION OF DUTIES AND EMPLOYMENT OF NEW BUSINESS MANAGER

- A. Allen will oversee financial duties with Paul.
- B. A new emergency contacts and basic information form will need to be created.

Motion to hire Paul Ausman as Business Manager				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>	<i>motion seconded</i>		
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Abstain</i>
Motion Carried				

III. ELECTION OF OFFICERS

- A. Commissioner Reyes was nominated for Chairman by Allen Lee and elected by acclamation
- B. For the position of Vice-Chair Commissioner O'Keefe was nominated by Amy Boze, and Commissioner Segneri was nominated by Allen Lee. Voting was done by secret ballot resulting in a tie. Commissioner Reyes broke the tie resulting in election of Commissioner Segneri as Vice-Chair.
- C. Commissioner Lee was nominated for Treasurer by Gonzolo Reyes and elected by acclamation
- D. Commissioner Boze was nominated for Secretary by herself and elected by acclamation.

IV. APPROVAL OF MINUTES

Minutes were reviewed with the proposed amendments to be submitted to the Clerk of the City of Sterling:

- A. Commissioner Boze was present for the meeting.
- B. Travel Manager report to be added.

Motion to approve the Minutes from January 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>	<i>motion made</i>		
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried as amended				

V. ADMINISTRATIVE BUSINESS

A. Business Manger report

Commissioner Lee provided the Business Manager report including the financial report and purchase orders for the past month.

Motion to approve the Business Manager report from January 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

C. Travel Manager report

Cathy did not have new items to report therefore no motion was made to receive the report.

D. Conductor report

Jon did not have new items to report therefore no motion was made to receive the report.

VI. COMMENT FROM THE PUBLIC

(no citizens were present)

VII. OLD BUSINESS

A. Pops Concert update

no new info to report

B. Repairs to the band shell.

In addition to last months details, Commissioner Reyes reported that estimates will be received to fix the toilets, paint the shell, and changing over lighting to LED bulbs.

C. Music Library updates/concerns

Commissioner O'Keefe reported that the expectations from the Commission to keep accountability of every sheet of music was unrealistic. He suggested that inventory for parts be done when a piece is pulled to be played, and missing parts be replaced at that time. A title inventory done once a year is acceptable. It was also suggested that a three ring binder be kept to track when a title has been borrowed. The binder would include title, date out, date in, and the name of the person who borrowed it.

D. Electronic Media Advertising/Website

Commissioner Lee reported that the Facebook page would be up on June 1, 2018.

E. Summer Concert Speakers/Sound System

Kathy reported that she is working with Bose to build a system that will work for the band's needs. Bose will send a representative out by April 1, 2018 for a site visit.

F. Road Closings

A list of dates that 4th Avenue will need to be closed for the summer season has been submitted to the city.

G. 90th Anniversary Planning Events and Guest Performances

Commissioners Reyes went over a list of potential groups that would perform prior to the band's concerts this summer. A meeting on 2/27/2018 at 6:00p.m. has been set up to further discuss the 90th Anniversary celebration logistics.

H. By-Laws Update

Commissioners Reyes reported there was not any new updates.

I. interagency Agreement Update / Background Checks

Commissioners O'Keefe will meet with Dr. Evertt to clarify the School District's requirements of the band in regards to background checks for band members and guest artists.

i. All full time members must have a fingerprint background check performed by their local police department, as well as annually fill out a Code of Conduct form.

ii. Guest artists and substitutes must fill out a Code of Conduct form which we can use to perform a soft online check.

iii. The band will provide documentation to the School District stating that checks on all performers have been done.

iv. All files will be kept at City Hall.

v. Full time status has been defined as meeting one of the following requirements:

a. Three consecutive summer performances

b. Six summer performances

c. One Pops or Spring concert (with the exception of those performers who attend just the dress rehearsal and concert.

vi. Performers who already have had a full background check done must submit documentation of results to be delivered to City Hall by Commissioners Reyes and Lee.

vii. Paul will keep a list of members that have completed checks and provide that list to the School District.

J. Advertising Position

This item has been tabled until the next meeting

K. Band Member Evaluations

This item has been tabled until the next meeting

VIII. NEW BUSINESS

A. Rehearsal Locations / Scheduling Facility Usage

Kathy reports that Jason Austin has been given the rehearsal dates for the spring concert as well as for the summer season for his approval.

B. Payroll Documentation Training / Mileage Reimbursement

Commissioner Lee reported that attendance sheets must be filled out in order for a member to be paid. This also applies to mileage sheets. Failure to fill either out properly and legibly will result in the member not being paid. All payroll is due to the city by the last Friday of the month.

C. Midwest Clinic Expense Report

Commissioner Lee went over discrepancies of projected vs. actual costs of Midwest. Under city guidelines what is reported must match.

D. Travel Policy

As pertaining to guest artists, they may choose how they will travel to Sterling (fly or drive.) By policy, the City will reimburse the artist the lesser of the two costs.

E. Purchase Order Policy

Commissioner Lee reports that we must follow all City policies regarding to spending. Everything must be documented.

F. Summer Concerts / Alcoholic Beverage

A desire to have Alcohol served at summer concerts has been brought to the attention of the commission. Smoked on 3rd and The Candlelight Inn are the only two Sterling restaurants that are licensed to set up satellite booths for the sale on alcohol in Sterling. City ordinances will have to be checked.

Motion to meet for the study of serving alcohol at the summer concerts				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

IX. MISCELLANEOUS

A. Commissioner Boze inquired into if the band rents Abiding Word Church for the Pops concert. Jon and Cathy reported that they do not charge the band. We do comp them 2 meal tickets. Jon and Cathy will pick up a thank you card for them.

B. Cathy thanked the commission for a productive meeting and for creating a friendly team orientated atmosphere.

X. EXECUTIVE SESSION

Motion to enter executive session				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The commission entered into Executive Session at 8:55 p.m.

Motion to exit executive session				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The commission left executive session at 9:51 p.m.

XI. ADJOURNMENT

Motion to adjourn meeting				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The meeting was adjourned at 9:51 p.m.

Minutes taken by Paul Ausman and are hereby submitted to the Clerk of the City of Sterling

Paul Ausman
Business Manager, Sterling Municipal Band

**The next regular meeting of the Sterling Municipal Band Commission will be
Monday, March 12, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**