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## STERLING MUNICIPAL BAND

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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday February 8, 2016

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 February 8, 2016.

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

**REGULAR MEMBERS ABSENT:** [none]

**ADMINISTRATIVE MEMBERS PRESENT:** Cathy James (Travel Manager)

**ADMINISTRATIVE MEMBERS ABSENT:** Patrick Sheehan (Business & Personnel Manager)

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### **I. CALL TO ORDER**

Chairman Ausman called the meeting to order at 5:30 p.m.

### **II. CONSENSUS ITEMS**

A. The minutes from the January 11<sup>th</sup> meeting were approved.

<b>motion to approve January 11<sup>th</sup> Regular Meeting minutes</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>	<b>Reter</b>	<b>Reyes</b>
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</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 Business Manager / financial reports have been tabled to the March 2016 meeting:

<b>motion to table the January 2016 financial reports to March 2016 meeting</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>	<b>Reter</b>	<b>Reyes</b>
	<i>motion seconded</i>			<i>motion made</i>
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<b><i>motion carried</i></b>				

The firm decision was made that Mr. Sheehan is to send an e-mail "call out" for agenda items one week prior to each meeting. Items may be pre-announced at the ends of meetings but the call-out email must still be sent.

#### **B. Travel Manager's Report:**

Post-Winter Pops idea: For the patrons that purchase seats and h'ors d'oeuvres, they should have a "poker chip" or some kind of token to show that they are "eligible" to go through the line for food. This will prohibit those going through the food line when they did not purchase a ticket.

#### **C. Band Director's Report:**

- Mr. James reported that the Winter Pops Concert went well. The program music, setting, and accommodations were well-received by our patrons.

The music program choices for the Spring Concert will be on the March agenda for discussion.

### **IV. Comment from the Public**

- No citizens were present at this meeting.

### **V. Old Business**

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

Tabled until March meeting, as Mr. Sheehan has the working copy (absent).

### **VI. New Business**

#### **A. Business Manager Job Description, etc.**

In addition to this item, the Commission will have "working group" meetings for 1.) parliamentary procedure and governance, 2.) (above item) and Travel Manager job descriptions, and 3.) the Policy Handbook. The first work group meeting will be on Saturday February 27<sup>th</sup> from 9 a.m. to Noon, with a backup date of Thursday March 24<sup>th</sup>; this meeting will be set to work on the above job descriptions.

Commissioner Reyes announced that an executive session will be called to work on matters with personnel.

Future projects: finishing bylaws and electing a secretary from the Commission members who will write executive session notes.

**B. review of incident report draft**

After discussion, the consensus was to remove Mrs. James & Mr. Sheehan's names from the top of the report, as the report is only to be delivered to Jon James.

motion to approve the SMB Incident Report with edits in place:				
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>
<b><i>motion carried</i></b>				

**C. final 2016 Calendar review**

Corrections: Move the conductor's contract review to September so that it may be signed in October. Place budget review in March; Commissioner Lee will be the person to partner with Mr. Sheehan to work on the budget.

**D. yearly goals for Administrators**

(see VI-A.)

**VII: Miscellaneous**

- The SMB's donation to the Hopkins family is tabled until March.
- The Commission will need to meet regarding executive session minutes from September 2015.

**VIII: Adjournment**

The meeting was adjourned at 7:00 p.m.

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>
<b><i>motion carried</i></b>				

Minutes taken by Cathy James, passed on to Patrick Sheehan and are hereby submitted to the Clerk of City of Sterling.



**Business Manager, Sterling Municipal Band**

**Tuesday February 9, 2016**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday March 14<sup>th</sup> 2016 at 5:30pm in Conference Room 104  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

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