

Jon P. James, Conductor
1-815-622-1681 (home)
1-815-622-9425 (cell)
jonjames404@comcast.net



Patrick Sheehan, Business Manager
1-815-973-2317 (cell)
sterlingmunibusiness@gmail.com

STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081

www.sterlingmunicipalband.com

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CITY OF STERLING

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

REGULAR MEMBERS PRESENT: Dianne Ausman (chair),
Allen Lee, Kevin O'Keefe, Jason Reter (5:45 arrival),
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]

OTHERS PRESENT: Ron Coplan, City Attorney

I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:30 p.m. An attendance roll call was taken:

attendance roll call				
Ausman	Lee	O'Keefe	Reter	Reyes
(present)	present	present	present	present
all present				

With Mr. Coplan in attendance and presentation ready, Mrs. Ausman asked if **VI-A.** could be moved to the top of the agenda, and a consensus agreement executed the request.

[summarized:] Mr. Coplan spoke to the Band Commission & Administrators for approximately 90 minutes, explaining various subjects that we would find valuable: the basic camaraderie of a board / commission, working together, respecting each other's views on discussion, roll call voting, the Illinois Municipal Handbook (published by the Illinois Municipal League), FOIA-ble material, and executive session reviews. At the conclusion of his presentation, the Commissioners thanked Mr. Coplan for his information and he exited the meeting.

II. CONSENSUS ITEMS

A. The minutes from the March 11th Regular Meeting were amended, and were approved after revisions were discussed.

motion to approve March 11th Regular Meeting minutes 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>nay</i>
<i>motion carried</i>				

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

The March 2016 financials & Business Manager reports were given:

motion to approve the March 2016 financial / Business Manager reports:				
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>nay</i>
<i>motion carried</i>				

B. Travel Manager's Report:

Mrs. James stated that Peter Boonshaft has returned from his trip to Germany, but has not received any updates regarding his concert with us this Summer. Adam Brennan (from Western Illinois University) has not given a definitive answer regarding his appearance. If he does not reply soon, Mrs. James will not pursue the matter. In lieu of Mr. Brennan, she may seek out a local conductor.

Mrs. James announced the guest soloists for the Spring 2017 concert, Harry & Ken Waters who will perform together. Costs will be assembled and finalized in the coming months. Mrs. James suggested that we advertise heavily for this event.

C. Band Director's Report:

Mr. James reported that Spring Concert rehearsals are going well, along with [guest] Mark Bressler's works. There are four rehearsals left. Tim Schlegel (Centennial Auditorium) will open the concession stand during the intermission. Before the concert (at 6 p.m.), there will be a \$6.00 meal which will include a barbeque beef sandwich, baked beans, chips, a drink and a turtle brownie sundae. Mrs. Ausman agreed to pass out programs and collect donations at the door. Mr. Lee will be present to take photographs and/or videos. Mr. O'Keefe and Dr. Reter have prior commitments; they will not be able to attend.

IV. Comment from the Public

- Band member / trombone player August Ufkin attended the meeting to observe, and had no comments.

V. Old Business

A. policy handbook editing

[tabled to the next meeting]

VI. New Business

A. presentation of governance practices by City Attorney Ronald Coplan

[see I. Call to Order]

B. road closures for Summer 2016 Concert Season

Mr. Sheehan reported that the Route 2 road closure dates were submitted to the City Clerk several months ago when they were requested. The Saturday Jazz Band dates are slightly different from what was submitted, and a correction will be sent to the Clerk immediately. Sterling Police, Public Works, and IDOT all need to be aware of road closures for all concerts.

VII: Miscellaneous

Commissioner Reyes reported that Woodlawn Arts Academy dance groups are interested in giving pre-concert performances on June 29th and July 6th. There are two different groups interested in performing, so two different dates are set aside.

VIII: Executive Session

Commissioner Reyes made a motion to enter Executive Session:

motion to enter Executive Session				
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>				

The Band Commission entered Executive Session at 7:36 p.m. The Administrators and Mr. Ufkin left the meeting room.

motion to exit Executive Session				
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>				

The Band Commission exited Executive Session at 7:54 p.m. The Administrators and Mr. Ufkin re-entered the meeting room.

Commissioner Reyes stated that the Executive Session minutes [reviews] from August 2015 and September 2015 were to be opened & visible to the public.

Chairman Ausman stated that at the next meeting, the Business / Personnel Manager’s job description will be discussed & formulated, and the Travel Manager’s job description will be discussed at the June meeting.

VIII: Adjournment

motion to adjourn meeting				
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>				

The meeting was adjourned at 7:56 p.m.
Minutes taken by Patrick Sheehan and are hereby submitted to the Clerk of City of Sterling.



Business Manager, Sterling Municipal Band

Tuesday April 12, 2016

**Next Regular Meeting of the Sterling Band Commission will be
Monday May 9th at 5:30pm in Conference Room 104
– 1st Floor of 212 Third Avenue, Sterling, IL 61081**

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