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## STERLING MUNICIPAL BAND

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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
 Monday June 13, 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 June 13, 2016.

**REGULAR MEMBERS PRESENT:** Dianne Ausman (chair),  
 Allen Lee, Dr. Jason Reter, Gonzalo Reyes

**REGULAR MEMBERS ABSENT:** Kevin O'Keefe

**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 5:30 p.m. An attendance roll call was taken:

<b>attendance roll call</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>	<b>Reter</b>	<b>Reyes</b>
<i>(present)</i>	<i>present</i>	<i>[absent]</i>	<i>[tardy]</i>	<i>present</i>
<b><i>chair &amp; two (2) and later 3 (3) commissioners present</i></b>				

### II. CONSENSUS ITEMS

**A.** The minutes from the May 9<sup>th</sup> Regular Meeting were amended, and were approved after revisions were discussed.

<b>motion to approve May 9<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>[n.a.]</i>	<i>ay</i>	<i>[absent]</i>	<i>[tardy]</i>	<i>ay</i>
<b><i>motion carried</i></b>				

### **III. ADMINISTRATIVE BUSINESS**

#### **A. Band Manager's Report:**

The May 2016 financials & Business Manager reports were given:

<b>motion to approve the April 2016 financial / Business Manager reports:</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>[absent]</i>	<i>[tardy]</i>	<i>nay</i>
<b><i>motion carried</i></b>				

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

Mrs. James asked Commissioner Reyes the information he gathered regarding our pre-concert entertainment groups. The Band's Administration must know the technical and spacial details required for each group (microphones, CD players, onstage / offstage, etc.). Pre-concert entertainment on June 22<sup>nd</sup> is "Forever Plaid". June 29<sup>th</sup> is the Senior Center Line Dancers. July 6<sup>th</sup> is the Woodlawn Arts Academy junior musical. She also reported that Dr. Peter Boonshaff's program and accommodations are set in place. He arrives tomorrow, June 14<sup>th</sup>.

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

Mr. James had good feelings about the first two concerts and that the weather has been pleasant. Concertgoers really enjoyed the program on the June 1<sup>st</sup> concert.

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

### **V. Old Business**

#### **A. review & approve employment rubrics**

Mr. James passed out an example of what he'd like to use as an employment [band member] rubric which displayed categories for hiring criteria. This document will be strongly considered.

<b>motion to defer employment rubric to next meeting / discussion:</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>[n.a.]</i>	<i>ay</i>	<i>[absent]</i>	<i>ay</i>	<i>nay</i>
<b><i>motion carried</i></b>				

#### **B. review & approve event-planning rubrics**

Mrs. James passed around a copy of her checklist for the Winter Pops Concert preparations. Commissioner Reyes wishes to see more detail as to what is involved with each task.

**C. finalize & approve Business Manager / Personnel Manager job description**

Commissioner Lee read aloud the final bullet points and responsibilities of the Business Manager / Personnel Manager.

<b>motion to adopt Business Manager / Personnel Manager job description as worded:</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>[n.a.]</i>	<i>ay</i>	<i>[absent]</i>	<i>ay</i>	<i>ay</i>
<b><i>motion carried</i></b>				

**D. Woodlawn Arts Academy pre-concert entertainment**

(see III-B.)

**E. policy handbook editing**

Commissioner Reyes will edit Article I and Article II, which will total to approximately two pages. He will also provide a description of the offices (officers), and the duties of each office.

**F. year-end budget review**

Mr. Sheehan provided his personal “checkbook ledger” to show running balances of all accounts for Fiscal Year 2015-2016. At the next meeting, he will provide a simple documented list of the final balances of each account.

**G. trifold concert program**

The font being used has a few characters that look odd on paper. Mrs. James will explore other fonts. The discussion of changing the registered name of “Sterling Municipal Symphony Band” to “Sterling Municipal Band” will be continued at next month’s meeting.

**VI. New Business**

**A. portable toilet placement**

Commissioner Reyes called a contact at T. C. E. S. and asked them if the placement of the Port-a-John was a nuisance or eyesore to the gazebo vendors. The vendors did not mind the unit sitting near the gazebo, so it does not need to be re-placed.

**VII: Miscellaneous**

July 2016 caretta assignments:

July 6: Gonzalo Reyes

July 13: Jay Reter

July 20: Allen Lee

July 27: Dianne Ausman

August 3: Allen Lee

Agenda items for the next meeting were collected.

**VIII: Adjournment**

<b>motion to adjourn meeting</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>[n.a.]</i>	<i>ay</i>	<i>[absent]</i>	<i>ay</i>	<i>ay</i>
<b><i>motion carried</i></b>				

The meeting was adjourned at 7:08 p.m.

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



**Business Manager, Sterling Municipal Band**

**Monday June 13, 2016**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday July 11<sup>th</sup> at 5:30pm in Conference Room 104  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday July 11, 2016*  
*Monday October 10, 2016*

*Monday August 8, 2016*  
*Monday November 14, 2016*

*Monday September 12, 2016*  
*Monday December 12, 2016*