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## STERLING MUNICIPAL BAND

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P.O. Box 991 Sterling, Illinois 61081  
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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday June 8, 2015

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 8, 2015.

**REGULAR MEMBERS PRESENT:** Tim Lauff (chairman), Dianne Ausman, Allen Lee,  
Gonzalo Reyes

**REGULAR MEMBERS ABSENT:**

**ADMINISTRATIVE MEMBERS PRESENT:** Jon James (Conductor),  
Cathy James (Travel Manager), Patrick Sheehan (Business, Personnel Manager)

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

Chairman Lauff called the meeting to order at 5:13p.m.

### **II. CONSENSUS ITEMS**

A. The minutes from the May 11<sup>th</sup> Regular Meeting were approved.

| <b>approval to adjourn meeting</b> |                    |  |                        |                        |
|------------------------------------|--------------------|--|------------------------|------------------------|
| <b>Lauff</b>                       | <b>Ausman</b>      |  | <b>Lee</b>             | <b>Reyes</b>           |
|                                    | <i>motion made</i> |  | <i>motion seconded</i> | <i>motion seconded</i> |
| <i>aye</i>                         | <i>aye</i>         |  | <i>aye</i>             | <i>aye</i>             |
| <b><i>motion carried</i></b>       |                    |  |                        |                        |

### **III. ADMINISTRATIVE BUSINESS**

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

Business Manager Sheehan delivered financial figures for May 2015.

#### **1. Donation Revenue**

|                                                                  |                    |
|------------------------------------------------------------------|--------------------|
| total donation revenue since last Commission Meeting:            | <b>\$1,761.00</b>  |
| total donation revenue: program list January 1, 2015 to present: | <b>\$12,448.00</b> |
| total donation revenue: 2015-2016 Fiscal Year to date:           | <b>\$2,202.00</b>  |

#### **2. Payroll**

Payroll will be submitted on Wednesday June 10<sup>th</sup> and will be paid out on Friday June 12<sup>th</sup>.

|                            |                  |                   |
|----------------------------|------------------|-------------------|
| Administration pay         | June 1 – June 30 | <b>\$1,500.00</b> |
| Administration performance | May 1 – May 31   | <b>\$135.00</b>   |
| Band members               | May 1 – May 31   | <b>\$4,880.00</b> |

total payroll for June 2015: **\$6,515.00**

#### **3. Purchase Orders / Requisitions**

| <b>VENDOR</b>              | <b>SERVICE</b>                                                 | <b>INVOICE DATE</b> |
|----------------------------|----------------------------------------------------------------|---------------------|
| Sauk Valley Media          | Spring Concert advertisement                                   |                     |
| Platinum Plus for Business | Robyn Bell airfare for guest-conducting                        |                     |
| Platinum Plus for Business | Timothy Rhea airfare for guest-conducting                      |                     |
| SBM                        | Summer 2015 brochure insert                                    |                     |
| SBM                        | Concert I programs                                             |                     |
| David Bean                 | June 10 guest-conducting fee, meals, mileage                   |                     |
| Robyn Bell                 | June 24 guest-conducting fee, meals, mileage, parking, baggage |                     |

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

- Mrs. James reported that additional expenses (hotel, baggage fees, etc.) were not finalized for guest artists Tom Malone or Colonel Tim Foley. Foley's fee to guest-conduct is \$1,500.00 (standard for military conductors), and Tom Malone is giving SMB a deal, performing for a \$2,000.00 fee. Mr. Malone paid for his own airfare with a senior citizen discount, at \$315.00.
- In regard to guest appearances, Commissioner Lee asked Manager James the approximate times when the guests arrive to the area, and if they can reserve some time to be interviewed by the staff of Paula Sands – Live. Mrs. James will coordinate with Mr. Lee regarding their arrival times, and Mr. Lee will contact the Sands staff to travel to Sterling for an interview / broadcast piece.

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

- Mr. James had no information to report. (see Miscellaneous)

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

No citizens were present.

## **V. Old Business**

### **A. Band Commission Policy Handbook (Robert's Rules of Order discussion)**

- Commissioner Reyes suggested that the group as a whole should edit and dissect the entire document section by section. For the July meeting, the group will discuss the first two sections of the document: "Overview & History", and the "Constitution and Bylaws."

### **B. Advertisement (underwriting) contract with Northern Public Radio (WNIJ)**

- Commissioner Reyes made the motion to approve underwriting announcements for three of the guest artists for this Summer. Those artists will be Robyn Bell (June 24<sup>th</sup>), Tom Malone (July 15<sup>th</sup>), and Colonel Timothy Foley (July 22<sup>nd</sup>) respectively. Manager Sheehan will communicate with WNIJ to set up the contracts and verbage for on-air broadcast.

| <b>approval to purchase underwriting announcements on WNIJ</b> |                        |  |            |                    |
|----------------------------------------------------------------|------------------------|--|------------|--------------------|
| <b>Lauff</b>                                                   | <b>Ausman</b>          |  | <b>Lee</b> | <b>Reyes</b>       |
|                                                                | <i>motion seconded</i> |  |            | <i>motion made</i> |
| <i>aye</i>                                                     | <i>aye</i>             |  | <i>aye</i> | <i>aye</i>         |
| <b><i>motion carried</i></b>                                   |                        |  |            |                    |

### **C. Grandon Civic Center bench restoration**

- Manager Sheehan reported that in conversations with Janna Groharing (Sterling Main Street), Scott Shumard (City Manager), and Don Rastede (Eagle Scoutmaster), the custom-cut wood to replace the seating benches has already been purchased, has been cut, and is being cured. There are a few random boards that have been fitted to some benches, yet remain unpainted. Mr. Sheehan will continue to communicate with the aforementioned parties to find more information on a completion date, and to who is heading off the project. Commissioner Lee added that he will see Mr. Peter Dillon this weekend, and will discuss the matter with him as well, should he have any information.

## **VI. New Business**

### **A. Replacement of Band Commission chairman**

- After 13 years of serving on the Band Commission, and one year as Chairman, Mr. Tim Lauff is stepping away from this board. With Mrs. Dianne Ausman being the next person in line with the most seniority on the Commission, she was voted in as interim chairman. Commissioner Reyes wished to take time to review the Sterling Municipal Band code to find the proper chain of action in electing a new chairman.

| <b>approval to instate Mrs. Dianne Ausman as interim chairman of the SMB Commission</b> |               |  |                        |                    |
|-----------------------------------------------------------------------------------------|---------------|--|------------------------|--------------------|
| <b>Lauff</b>                                                                            | <b>Ausman</b> |  | <b>Lee</b>             | <b>Reyes</b>       |
|                                                                                         |               |  | <i>motion seconded</i> | <i>motion made</i> |
| <i>aye</i>                                                                              |               |  | <i>aye</i>             | <i>aye</i>         |
| <b><i>motion carried</i></b>                                                            |               |  |                        |                    |

The Commissioners and Staff thanked Mr. Lauff for his loyal years of service to the Band Commission!

**B. SterlingMunicipalBand.com review**

**C. Commission meeting dates & Commissioner member listing on Summer**

**programs**

- Commissioner Reyes stated that there is a good deal of informative content on the website. He questioned if the Rock River Jazz Band was a subsidiary group to the Sterling Municipal Band, and Mrs. James explained that it was indeed. Mr. Reyes requested a new tab or bar to be placed on the website with all Commissioner's contact information (names and telephone numbers) in case any citizens would want to communicate with them. Mr. Sheehan will ask the CoS technology director if "sterling.il.us" email addresses can be created for Commissioners.

- Discussion took place on the possibility of changing the Summer program paper size, or changing to a trifold format, to include Commission member listings and contact information. Mrs. James will make a new program model to include this information. Mr. Sheehan also stated that he could direct people to the website for further information within his live announcements.

**VII. Miscellaneous**

- At the beginning of the June 3 concert, the public address system speakers had failed. Upon a later visit to the bandshell, Mr. James & Mr. Sheehan discovered that one speaker is completely defunct, and the other has little life left to it. Mr. James reported that the public address speakers have been in use for over 10 years, and their life span has most likely come to an end. The speakers need to be replaced immediately for all announcers and soloists who need to be amplified from the stage. Mr. Sheehan stated that Rockford's Guitar Center sells ample speakers for \$500 - \$600 a piece.

| <b>approval to purchase new public address speakers not to exceed the amount of \$2,000.00</b> |                        |  |            |                    |
|------------------------------------------------------------------------------------------------|------------------------|--|------------|--------------------|
| <b>Lauff</b>                                                                                   | <b>Ausman</b>          |  | <b>Lee</b> | <b>Reyes</b>       |
|                                                                                                | <i>motion seconded</i> |  |            | <i>motion made</i> |
| <i>aye</i>                                                                                     |                        |  | <i>aye</i> | <i>aye</i>         |
| <b><i>motion carried</i></b>                                                                   |                        |  |            |                    |

- Mrs. James added that the safety and security of the sound mixer, the amplifier, and the speakers themselves is important. She will contact a carpenter that she knows of to see if any cabinetry can be built around the existing shelf in the bandshell's stage left storage room, for all intents and purposes to protect the Band's sound system equipment at all times.

- Finally, Mr. Sheehan reported that Conference Room 105 is mostly used by the Code Enforcement department, and that we will need to hold our meetings in this room (104) from this point forward.

**VIII: Adjournment:**

The meeting was adjourned at 6:41 p.m.

| <b>approval to adjourn meeting</b> |                        |                 |                    |              |
|------------------------------------|------------------------|-----------------|--------------------|--------------|
| <b>Lauff</b>                       | <b>Ausman</b>          | <b>(vacant)</b> | <b>Lee</b>         | <b>Reyes</b> |
|                                    | <i>motion seconded</i> |                 | <i>motion made</i> |              |
| <i>aye</i>                         | <i>aye</i>             |                 | <i>aye</i>         | <i>aye</i>   |
| <b><i>motion carried</i></b>       |                        |                 |                    |              |

Minutes respectfully submitted by...



**Business Manager, Sterling Municipal Band**

**Monday June 8, 2015**

**Next Regular Meeting of the Sterling Band Commission will be**

**Monday July 13<sup>th</sup>, 2015 at 5:30pm in Conference Room 104**

**- 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday August 10, 2015*  
*Monday November 9, 2015*  
*Monday February 8, 2016*  
*Monday May 9, 2016*  
*Monday August 8, 2016*  
*Monday November 14, 2016*

*Monday September 14, 2015*  
*Monday December 14, 2015*  
*Monday March 14, 2016*  
*Monday June 13, 2016*  
*Monday September 12, 2016*  
*Monday December 12, 2016*

*Monday July 13, 2015*  
*Monday October 12, 2015*  
*Monday January 11, 2016*  
*Monday April 11, 2016*  
*Monday July 11, 2016*  
*Monday October 10, 2016*