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STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081

<http://www.sterling-il.gov/band.cfm>

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CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday July 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 July 11, 2016

REGULAR MEMBERS PRESENT: Dianne Ausman (chair),
Allen Lee, Dr. Kevin O'Keefe, Gonzalo Reyes

REGULAR MEMBERS ABSENT: Dr. Jason Reter

ADMINISTRATIVE MEMBERS PRESENT: Jon James (Director)
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 5:40 p.m. An attendance roll call was taken:

attendance roll call				
Ausman	Lee	O'Keefe	Reter	Reyes
<i>(present)</i>	<i>present</i>	<i>present</i>	<i>[absent]</i>	<i>present</i>
chair & 3 (3) commissioners present				

II. CONSENSUS ITEMS

A. The minutes from the June 13th Regular Meeting were amended, and were approved.

motion to approve May 9th Regular Meeting minutes				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>	<i>motion seconded</i>		<i>motion made</i>
<i>[n.a.]</i>				
motion carried				

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

The June 2016 Financial Report was tabled to the next meeting in light of Mr. Sheehan's absence.

B. Travel Manager's Report:

Mrs. James reported that D & E Limousine Service (used for our guest conductors) will close and that the owner is retiring. A new limo service has been secured. In regard to Mrs. James' duties as Librarian, questions were asked as to what was involved to perform those duties.

C. Band Director's Report:

Mr. James said the Kids Koncert was a success. Discussion followed with ideas of sending notices of future Kids Koncerts to day care centers, etc.

IV. Comment from the Public (no public present)

V. Old Business

A. 2015-2016 budget review

Tabled to next meeting.

B. Travel Manager / Librarian job description review

Tabled until next meeting; a vote must be taken to approve & separate the Travel Manager & Librarian job descriptions.

C. employment rubrics

Commissioner O'Keefe would like to see a minimum score for acceptance into the Band. Sightreading needs to be included as an entity of its own. Commissioner Reyes wishes to see the letterhead on which the rubric is published. Mr. James will bring copies of the updated rubric to next month's meeting.

D. Policy Handbook editing

Bylaws were reviewed, discussion and suggestions followed. The corrected version will be reviewed next month. At the next meeting, Article IV will be reviewed and discussed.

E. Band member mailing (season evaluation)

Dr. Reter will create a letter to act as a "survey" for Band members, asking them their thoughts on the season, what they thought went well, what needs improvement, etc. Item tabled until next month.

VI. New Business

A. website

Commissioner Reyes was not pleased with the cancellation of the June 22nd concert which was rained out. Suggestions were made to call local radio stations. Mr. James stated that Band members watch the Facebook page and sterlingmunicipalband.com to find cancellation information; they are the web portals that can be updated in the quickest fashion.

VII: Miscellaneous

A. agenda items timeline

A timeframe needs to be established to call for agenda items:

10 days before meeting: secretary asks for agenda items,

6 days before meeting: deadline for commissioners to give items

5 days before meeting: proposed agenda sent

4 days before meeting: deadline to respond to proposed agenda items

Agenda is to be posted on the Friday before the meeting takes place (72 hours beforehand)

VIII: Adjournment

motion to adjourn meeting				
Ausman	Lee	O'Keefe	Reter	Reyes
		<i>motion seconded</i>		<i>motion made</i>
<i>[n.a.]</i>	<i>ay</i>	<i>ay</i>	<i>[absent]</i>	<i>ay</i>
motion carried				

The meeting was adjourned at 7:10 p.m.

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



Business Manager, Sterling Municipal Band

Monday July 11, 2016

**Next Regular Meeting of the Sterling Band Commission will be
Monday August 8th at 5:30pm in Conference Room 104
– 1st Floor of 212 Third Avenue, Sterling, IL 61081**

	<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>