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STERLING MUNICIPAL BAND

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CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday August 8, 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 August 8, 2016.

REGULAR MEMBERS PRESENT: Dianne Ausman (chair),
Kevin O'Keefe, Allen Lee, Dr. Jason Reter,
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]

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I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:38 p.m. An attendance roll call was taken:

attendance roll call				
Ausman	Lee	O'Keefe	Reter	Reyes
(present)	present	present	[tardy]	present
chair & two (3) and later 4 (4) commissioners present				

II. CONSENSUS ITEMS

A. The minutes from the July 11th Regular Meeting were amended, and were approved.

motion to approve July 11th Regular Meeting minutes				
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>[tardy]</i>	<i>ay</i>
<i>motion carried</i>				

Commissioner O'Keefe asked if previous-month minutes could be put into the Commission's DropBox account one week after the meeting takes place, Mr. Sheehan will advise.

III. ADMINISTRATIVE BUSINESS

A. Band Manager's Report:

The June 2016 & July 2016 financials & Business Manager reports were given:

motion to approve the June 2016 & July 2016 Business Manager reports:				
Ausman	Lee	O'Keefe	Reter	Reyes
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>[tardy]</i>	<i>ay</i>
<i>motion carried</i>				

B. Travel Manager's Report:

Mrs. James reported that the guest conductors of the Summer 2016 were very pleased with their stay, rehearsal & performances. Dr. Peter Boonschaft was overwhelmed with joy and happiness. Dr. Paula Crider was satisfied given one rehearsal for a concert. Winter Pops Concert arrangements will operate the same as they have in the past. The Spring Concert (April 26th) will have Ken Watters (trumpet) and Harry Watters (trombone) as guest soloists. A clinic during the day on Wednesday April 26th will try to be scheduled at Woodlawn Arts Academy. For Summer 2017, Mrs. James has secured Colonel Larry Lang, the active director of the USAF Band (for August 2nd). Chandra Felthaus-Hellmann (clarinet) and Peg Cornils (flute) would like to appear as guest soloists.

C. Band Director's Report:

Mr. James was pleased with the entire Summer season. During July, he had physically overheated at a few concerts which almost compromised his conducting. He felt that Mr. Sheehan's arrangement of "Go, Cubs, Go" was a nice surprise and ending of the season on the August 3rd concert.

At this juncture, Commissioner Lee delivered a cursory look at the audience survey data that was collected. He will continue to look at the surveys, and will then pass them to Mr. Sheehan so that he may report the statistics in September.

IV. Comment from the Public

(no public present)

V. Old Business

A. Approval of separation of Travel Manager & Librarian jobs

A vote was taken to officially separate the job descriptions of Travel Manager and Librarian.

motion to permanently separate the Travel Manager & Librarian jobs into two separate positions				
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>[tardy]</i>	<i>ay</i>
<i>motion carried</i>				

B. employment rubrics

Commissioner O'Keefe specifically asked if sightreading would be included as part of a Band member audition. Mr. Sheehan suggested the junior-level ILMEA etudes for both younger and older players; he can collate this music easily to give to Mr. James. Mr. James will take a further look at finalizing a rubric for Band member employment.

C. policy handbook editing

Due to dual cataract surgery, Commissioner Reyes asked to table this item to next month.

D. Band member mailing (season evaluation)

Commissioner Lee offered to take on this task from Commissioner Reter. Mr. Sheehan will provide a current mailing address / e-mail list to Mr. Lee. Either by mail or e-mail, Mr. Lee stated that he will send out the season evaluations; other results & processes are tabled until next month's meeting.

E. Agenda Items & Posting

A 10-day monthly "timeline" was discussed, which will be implemented and used every month in order to collect agenda items via email, confirm those items, and post a final agenda. Mr. Sheehan displayed a monthly calendar with that 10-day timeline each month; sometimes the 10-day mark falls before the first of the month.

VII: Miscellaneous

Mr. Sheehan asked to get a head-start on a 2017 Calendar. He will compile the dates in place so far, and will ask for additions next month. These dates will include: rehearsals & concerts, payroll, meetings, etc.

Commissioner Reyes asked yet again how the Rock River Jazz Band falls under the umbrella of the Sterling Municipal Band. Discussion will take place on this topic at the next meeting.

VIII: Executive Session

motion to enter Executive Session				
Ausman	Lee	O'Keefe	Reter	Reyes
		<i>motion made</i>	<i>motion seconded</i>	
<i>[n.a.]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<i>motion carried</i>				

The Commission entered Executive Session at 6:54 p.m.

motion to exit Executive Session				
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>ay</i>	<i>ay</i>
<i>motion carried</i>				

The Commission exited Executive Session at 7:19 p.m.

IX: 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>ay</i>	<i>ay</i>
<i>motion carried</i>				

The meeting was adjourned at 7:19 p.m., and lasted 1 hour, 49 minutes.

Minutes taken 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 September 12 at 5:30pm in Conference Room 104
– 1st Floor of 212 Third Avenue, Sterling, IL 61081**

Monday October 10, 2016

Monday November 14, 2016

Monday September 12, 2016

Monday December 12, 2016

