

STERLING MUNICIPAL BAND
 Post Office Box 991
 Sterling, Il. 61081
<http://sterling-il.gov/band.cfm>

City of Sterling
 Band Commission Meeting Minutes
 5/14/2018
 Meeting commenced at 6:10

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzalo S. Reyes	P		
Band Commissioner Alex Segneri	P		
Band Commissioner R. Allen Lee	P		
Band Commissioner Amy Boze	A		
Band Commissioner Kevin O'Keefe	P		
Conductor Jon P. James	P		
Travel Manager Cathy L. James	P		
Business Manager Paul Ausman	P		

I. CALL TO ORDER

Commissioner Reyes called the meeting to order at 6:10 p.m.
 Attendance roll call was taken showing:

Attendance Roll Call				
Reyes	Segneri	Lee	Boze	O'Keefe
<i>present</i>	<i>present</i>	<i>present</i>	<i>absent</i>	<i>present</i>
four (4) commissioners present				

II. CONSENT ITEMS

Motion to approve the consensus items for April 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>	<i>motion seconded</i>		
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

Motion to approve the Minutes from April 9, 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>			<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

Motion to approve the Minutes from April 17, 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

III. BUSINESS MANAGER

Paul reported that he has update all band forms to be on the new letterhead and has updated all outstanding minutes postings on the city website excluding executive session meetings.

IV. FINANCIAL REPORT

Commissioner Lee reported on the past month's financial activity and posted it on dropbox.

We will now give SBM one PO# per job to eliminate confusion in tracking expenses. Contact Commissioner Lee to get a PO# prior to placing any job order.

Commissioner Lee inquired as to why we do not get guest artists/conductors a rental car versus hiring a limo to transport them. Cathy stated that not all guests use a limo. Some drive themselves in fact. She also stated that this has always been part of the service the band has provided to the guests.

Commissioner Lee also reported that the Annual Appeal was going well.

V. COMMENT FROM THE PUBLIC

No citizens were present.

VI. OLD BUSINESS

A. Spring Concert Review

180 people were in attendance

75 people were in line for food at 6:00. We ordered food for 50. Next year we will order more food and start serving at 5:45

There was a misunderstanding with Gaston as far as help, who was paying for the meals, and where the money was going towards (Candlelight, Band, or the School.)

From Commissioner Reyes' perspective the concert was excellent.

Dale & the Colonel were both very pleased.

Commissioner Lee requested that when we have guests that use their military rank we make sure that we are using their proper designation.

B. Updates

1. Repairs to the Band Shell

The City would like us to take care of winterizing/de-winterizing the plumbing. The City does not want us to use an anti-graffiti coating on the shell. They requested that we order extra paint to cover up as needed. The locks on both sides of stage are being changed out. They will be keyed the same with keys going to John and Cathy James, the Police, Public Works, Janna G, and one as an emergency key. Sterling Gardens and The Boy Scouts will be working on landscaping on 5/30, weather permitting. Painting will begin soon based on weather. Electrical work will be completed by 6/1/18. We have 2 bids: Complete Electric, and United

Motion to approve the bid from Complete Electrical Contractors to do electrical updates to the shell with a labor cap of \$10,000				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>	<i>motion made</i>		
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

Do we need to repair, scrape, and repaint the benches in the park?
 The stage doors are acceptable as they are for now.
 Rear door landings are made with reinforced concrete and are stable without corner supports. Concrete pads will be placed at the bottom of each sides' stairs to provide a safer step height.
 Macedonia Gospel Choir will be performing for pre-concert entertainment at a date to be determined.

2. Music Library

Cathy has everything updated and on the flash drives.

Cathy proposed a 15 cent per copy when she uses her personal printer/copier for band related work. The band will buy the librarian the appropriate supplies. A printout of the library will be ready for the next meeting. Commissioner O'Keefe has updated the sign in/out sheet. Cathy will place it ready for use in the music library at the high school.

3. Interagency Agreement

Commissioner Reyes passed out the Interagency Agreement for review at the next scheduled meeting.

4. By Laws

No updates

5. Background Checks

53 checks have been completed
 The checks for Reni Whitcomb and Annette Hackbarth are expired and need to be performed again.

6. Summer Concerts

a. Caretta staffing:

6-Jun Commissioner Reyes
 13-Jun Commissioner Lee

20-Jun Commissioner Reyes

27-Jun Commissioner Segneri

b. Commissioner Lee will check on the progress of mounting the sign up.

c. Speakers: Commissioner O'Keefe spoke to Luke at Bose. Having a dealer come down to test a potential system is the best way to test it out. Commissioner O'Keefe will make sure what we have at the band shell will be compatible. Luke said we have two options: change the existing speakers, or add a wireless speaker back by the gazebo. Commissioner O'Keefe will be calling back on Wednesday.

Motion to set a cap \$5,000 for sound system updates.				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

d. Alcohol: We need to get a vendor, then we can write up a proposal to the liquor commission with the city. Commissioners Segneri and O'Keefe will work on it.

e. Port-a pots: Commissioner O'Keefe spoke with Janna G. The port-a-pot company will provide lockable pots. Lighting them will cost \$20 per month. The cleaning schedule is to be determined. They are trying to schedule a Wednesday cleaning.

7. City Council 2019 Budget. No updates. Everything passed.

8. Website: As soon as the summer flyer is approved Cathy will get it to Terry to update the website.

VII. WRITTEN POLICY

Commissioner Reyes would like to have all policies on paper.

Jon and Commissioner Segneri will work on an Inclement Weather plan.

Jon will have an eval form ready for the end of summer.

VIII. NEW BUSINESS

A. Business Manager/Travel Manager job descriptions

Tabled until next month's meeting

B. Advertising Position

Tabled until next month's meeting

C. Band Member Evaluations

Discussed at last month's meeting

D. Staff pay schedule

Motion change the administrative staff pay schedule to match City policy				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>	<i>motion made</i>		
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

IX. MISCELLANEOUS

A. Commissioner Lee inquired on the need for a dance floor for the Big Band Jazz concert. Cathy and Commissioner O'Keefe said there was a need for it.

B. Angelo's will stay open late for our last concert pizza party. The party will be for band members and their families. Soda will be provided free, but any other beverage must be purchased separately.

X. EXECUTIVE SESSION

Motion to enter executive session				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The commission entered into Executive Session at 7:56 p.m.

Motion to return to open session				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>			<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

The commission returned to open session at 8:28 p.m.

XI. HIRING/TERMINATION

No actions taken

IIX. ADJOURNMENT

Motion to adjourn meeting				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
Motion Carried				

The meeting was adjourned at 8:34 p.m.

Minutes taken by Paul Ausman and are hereby submitted to the Clerk of the City of Sterling

Paul Ausman
Business Manager, Sterling Municipal Band

**The next regular meeting of the Sterling Municipal Band Commission will be
Monday, June 11, 2018 at 6:00 p.m. in the City Council Chambers**

1st floor of 212 Third Avenue, Sterling, IL. 61081