

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

City of Sterling
 Band Commission Meeting Minutes
 8/13/2018

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzalo S. Reyes	P	Shelly Houzenga	
Band Commissioner Alex Segneri	P	Anthony Houzenga	
Band Commissioner R. Allen Lee	P	Tom Whitcombe	
Band Commissioner Amy Boze	P		
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 6:02 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>present</i>	<i>present</i>
five (5) commissioners present				

II. CONSENT ITEMS

A. Approval of Minutes

Motion to approve the Minutes from July 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>	<i>Aye</i>
Motion Carried				

B. Travel Manger

1. Finished up arrangements, pay sheets, etc. for remaining guest conductor All guests were appreciative for the care they were given and for their experiences with the band.
2. Filled in sections with sub-players as needed
3. Sent program information to Jana at Sterling Main Street each week before Monday morning

4. Calendar 2018 – 2019. Confirmed January 4, 2019 as the date for the 2019 Pops Concert. Waiting for confirmation of dress rehearsal at Abiding Word January 3, 2019. Confirmed May 1, 2019 for Spring Concert. Waiting confirmation of dress rehearsals. (calendar hand-outs)

C. Band Director

The Band Director report was pulled out of Consent Items for oral presentation.

1. Concerts went well for the Summer Season.
2. Prior to and after the last concert audience members were contacting Jon concerning personal matters, keeping him from preparing for the concert. This matter was discussed in executive session.

D. Business Manager

1. Submitted June SMB Commission meeting minutes to the City Clerk.
2. Prepared July SMB Commission meeting minutes for review at next regular meeting.
3. Prepared August payroll sheet for filing to City Payroll.
4. Updated personnel roster with new member information.
5. Worked with preshow entertainment for set up each week.
6. Future Commission meeting minutes will be posted to dropbox for review by the third Monday of the month. Approved minutes will likewise be sent to the City Clerk for filing and posting on the City website by the third Monday of the month.

Motion to receive the Business & Travel Managers reports				
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				

III. FINANCIAL REPORT

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

Motion to accept the Financial report				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>		<i>motion seconded</i>	
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

IV. COMMENT FROM THE PUBLIC

No comments from the public present.

V. OLD BUSINESS

A. Updates

1. Music Under The Stars Concert Review

- a. Diversity and general attendance increased from previous years.
- b. Pre-Show entertainment went over very well with the public.
- c. The added speaker was appreciated.
- d. The guest conductors were all very strong and brought interesting music selections with them.
- e. Commissioner Reyes has a working list for thanks you notes to be sent to.
- f. Commissioner Boze asked if we could add bios to the program inserts for local guest soloist just like the major ones get.
- g. Jon asked if we could use a bold font on the program to ease readability.

2. Jazz Band Concert Review

- a. The audience was very appreciative of the Jazz Band.

- b. Advertising for the Jazz Band consisted of (but not limited to) a large promo at the beginning of the summer outlining the whole Summer Season, Facebook advertising, and no Gazette advertising. Commissioner Lee reported that advertising for the Jazz Band matched that for the Municipal Band.

- c. Adding dance lessons prior to the Big Band Jazz Band concert was discussed. It had been done in years prior, and is a possibility for future dates as well.
- d. The Audience inquired in to adding concessions back. They were discontinued due to poor audience turnout for the Jazz Band concerts compared to the Muni Band concerts.

3. Pre-Show performance review

- a. Pre-show groups & set up crew need to be more aware of Muni Band set up requirements as it relates to sound set up and checks. Not enough time was left for switch over and sound checks for some of the concerts.
- b. Band members commented that 10-15 minutes was not enough time to properly warm up.
- c. Commissioner Reyes commented that overall the pre-shows went very well and brought more people and diversity to the Muni Band concerts.
- d. The pre-show performer contract will be updated to better address Stipend, Weather Cancellation, Performer Cancellation.
- e. The audience was exposed to a variety of music they otherwise might not have been exposed to.

- f. If we get a Gospel group again we will have to stipulate that evangelizing does not take place outside of the music due to possible conflicts with City Policies.

4. Repairs to the Band Shell

- a. Rear landscaping and the bottom riser on each rear staircase will still be addressed. Ceiling tile replacement will as well once the roof leaks have been verified as being fixed.
- b. Commissioner Reyes will be asking Midwest Painting to reimburse the band \$345 for damages done from pouring paint down the sink drain.

c. The sign replacement has been put on hold to coordinate with other improvements the City will be planning for Central Park as a whole in the coming year.

5. 90th Anniversary Event Review

a. Alcoholic Beverage

i. Commissioner O'Keefe will talk to Smoked on 3rd to get a end of season review and inquire if they would like to continue to provide alcohol sales next season as well.

ii. It is the commission's desire to have Smoked on 3rd return.

iii. There were not complaints past the initial day. All other feedback was positive.

b. Sign

Commissioner Lee is coordinating with Scott Shumard on updates to be done to Central Park. There is a possibility the sign will be replaced with an electronic one.

c. Speakers

Commissioner O'Keefe reported that three more speakers on tripods are coming to provide more coverage to the rear areas of the park. The audience was very pleased with the addition of the one speaker that has come is so far.

d. Kidz Konzert

i. All three entertainment groups went over very well.

ii. Suggestions for next year are: Band Member participation with their instruments, a stage tour , gong hits for 25 cents, a wandering minstrel (or ensemble) since there is not pre show music.

e. 4th of July

For next year, it was suggested that we add the history of the canons to the program insert, and maybe have a historical presentation on stage by the re-enactment group during the concert.

6. By-Laws

Commissioner Reyes will contact Mayor Lee to get Tim Zollinger, the City Attorney, to review the By-Laws.

7. Inter-agency agreement

Commissioner Reyes reported that the agreement will be ready for review at September's Commission meeting.

8. Background Check Summer Group and next appointment

Background checks will be done three times a year if need be. Once per season.

9. Social Media Website

Commissioners Lee and O'Keefe did a post season review with Janna Groharing. Updates are being addressed and worked on.

All commissioners are pleased with Janna's performance.

10. Written Policies

- a. Commissioner Lee reported that Travel Reimbursement and Purchase Order policies are dropbox
 - b. Commissioner Segneri will draft a written policy for Inclement weather for presentation at September's meeting.
 - c. Annual Evaluation of Band Members is complete. Jon will turn the eval in to Commissioners Lee and Reyes. It will be kept at City Hall in our locked file cabinet
 - B. Review of Payment for Pre-Performance Groups
 - 1. Total cost for pre-show groups was \$2100.00
 - 2. The City would like a W-9 form to be filled out for all groups that did pre-shows.
 - C. Review of Advertising Position
 - All commissioners are pleased with Janna's performance.
 - D. Update Shirt
 - 1. Commissioner Lee presented a sample polo Lands' End provided for us to review.
 - 2. The new polo is cooler in hot weather, moisture wicking, color fast, and \$55 per polo.
 - 3. Total member replacement with a new style versus only new member to be discussed at a later date.
 - E. Update Survey
 - 1. Commissioner Lee went over highlights of the survey findings.
 - 2. The survey results have been posted in dropbox.
 - 3. Commissioner Boze requested a review and updating to the questions on the survey.
 - F. Update Rehearsal Locations/ Scheduling Facilities Usage for 2019
 - 1. Cathy handed out a calendar for the rest of 2018 and all of 2019 with the dates for all scheduled rehearsals and concerts.
 - 2. Centennial Auditorium has been confirmed for the 2019 concert, but not for the two dress rehearsals.
 - 3. SHS has not been confirmed yet.
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VI. NEW BUSINESS

- A. Contact with Painters and Damage
 - See V, A, 4, b above.
- B. Thank you notes
 - Commissioner Reyes will type up the list for review.
 - Commissioner Boze will draft a thank you letter.

VII. MISCELLANEOUS

- A. Commissioner Boze suggested that Patrick Sheehan be paid \$300 for jumping in to conduct the band after Jon's sudden illness. Paul will put the payment onto the September Payroll.

Motion to pay Patrick Sheehan \$300.00 for guest conducting the 7/18 concert				
Reyes	Segneri	Lee	Boze	O'Keefe
			<i>motion made</i>	<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

B. After discussion on the matter of giving the SHS and CMS Music Programs a monetary gift for use of the risers it was decided to add both departments to the list for thank you letters.

C. Cathy reported on a text that was sent to her by mistake. The subject of the text was regarding her actions/duties as Travel Manager, and was offensive to her.

VIII. 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 7:53 p.m.

Motion to return to open 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 returned to open session at 9:04 p.m.

IX. Hiring/Termination of Employee

Motion to remove Patrick Sheehan from his positions as announcer and player effective immediately.				
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				

X. ADJOURNMENT

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

The meeting was adjourned at 9:08 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, September 10, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**