

STERLING MUNICIPAL BAND
Post Office Box 994
Sterling, Illinois 61081
<http://www.sterling-il.gov/band.cfm>

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EVENT: City of Sterling, Illinois – Band Commission Regular Meeting
LOCATION: Sterling Coliseum: 212 Third Avenue Sterling, Illinois 61081 Council Chambers
DATE: Monday September 11, 2017
TIME: 6:00 p.m.

AGENDA

I. Call to Order

II. Consensus Items

- A. Receipt of Minutes of the August 14th Regular Meeting

III. Administrative Business

A. Business Manager Report {PS}

- 1. Financial Figures (donations, payroll, requisitions) review
- 2. Approval of Financial Reports from August 2017

B. Travel Manager Report {CJ}

C. Band Director Report {JJ}

IV. Comment from the Public

V. Old Business

- A. graphic(s) standards (letterhead & signage) {AL}
- B. music inventory (touch count & inventory list) {AL}
- C. music storage (location, storage, accessibility) {AL}
- D. review of bylaws {GR}
- E. Big John service schedule {GR}

VI. New Business

- A. review and write policy for inclement weather cancellations {GR}
- B. digital media plan (Twitter, Facebook, website) {AL}
- C. Band survey via SurveyMonkey / email list {AL}
- D. 80th Anniversary event planning {AL}
- E. payroll breakdown of musicians, announcer, crew, librarian for June, July & August 2017 {AL}
- F. modified agenda for October 2017 meeting {GR}
- G. written reports as part of consensus agenda {GR}
- H. discussion / agenda item time limits {AS, GR}
- I. Commission assistance on City email delay issue {gr}
- J. 2018 goals {AL}

VII. Executive Session

- A. staff evaluation process
- B. review of Executive Session from January, February & March 2017

VIII. Miscellaneous

IX. Adjournment

...the NEXT BAND COMMISSION MEETING is...

...Monday October 9, 2017 at 6:00 p.m. in the Council Chambers of the Sterling Coliseum: 212 Third Avenue