

# Minutes for the City of Sterling Municipal Band Commission

April 14, 2020

Commissioners:

Gonzalo S. Reyes – Chair

Kevin O’Keefe – Vice Chair

Amy Boze – Secretary

Allen Lee – Treasurer

Vacant position

Staff:

Annette Hackbarth – Director

Paul Ausman – Band Manager

Others in Attendance:

Scott Shumard – City Manager

**I. CALL TO ORDER**

A regular meeting of the Sterling Municipal Band Commission was held on 04/14/2020 at 6:05 p.m. via remote meeting pursuant to Governor Pritzker’s Executive Order no. 2020-17 (COVID-19) no. 5.

Commissioner Reyes called the meeting to order and attendance was taken showing four Commissioners were present.

**II. CONSENT ITEMS**

Commissioner O’Keefe made a motion to approve the following consent items:

March 10, 2020 Meeting Minutes

Band Director Report

Band Manager Report

Commissioner Boze seconded the motion which carried unanimously.

**III. FINANCIAL REPORT**

Personnel:	budget \$61,600	actual \$55,637.50
Materials and Services:	budget \$29,791	actual \$33,198.88
Capital Expenses	budget \$5,500	actual \$3,065.19
Revenue	budget \$97,568	actual \$102,283.25

Commissioner Lee reported that Materials and Services is lower than last month due to expected credits that have come through.

Commissioner O’Keefe made a motion to receive the Financial report. Commissioner Boze seconded the motion which carried unanimously.

Commissioner Lee passed on information regarding the 2020 – 2021 budget in light of the present COVID-19 pandemic. Second quarter Tax Revenue is expected to be lower. Our proposed budget will still be passed, but we should be prepared to amend it once the pandemic’s affects can be ascertained.

**IV. COMMENTS FROM THE PUBLIC**

No comments were made by members of the public.

**V. OLD BUSINESS**

Annette reported that Dr. Ponzo will not be taking his contracted fee for the cancelled 2020 Spring concert. He did not want to be paid since he was not performing. Annette has invited him to return as soloist and clinician for the 2021 Spring concert. We have a tentative date of 4/28/2021.

Commissioner Reyes reported that due to the current Stay at Home order he has not moved forward with booking pre-show groups, Arthur’s placemat advertising, nor contacting churches for bulletin advertising. Our Summer season will depend on access to the music library, access to rehearsal space, and gathering size limitations. Paul will contact SPS regarding allowing Annette and Cheryl Music Library access later in the month. He has the folders (minus the ones players have themselves) at his house. We could rehearse at GCC as a last resort as well. Since nothing past 4/30/20 is certain, we will revisit all of these points in May.

Only the 4<sup>th</sup> of July concert has pre-show entertainment contacted so far. With the pandemic’s length still not determined by experts, and contracts should have a COVID-19 clause added before being signed.

Commissioner Lee and Annette will contact Janna to begin the Summer marketing plan. We will adjust the appropriate information as new pandemic information comes in.

With the cancellation of the Spring concert in combination of the future budgetary concerns, it has been agreed upon by the Commission and the City that the Band should replace the non-functioning sound system and GCC, as well as a keyboard, in the 2019-20 budget. Commissioner O'Keefe made a motion to purchase a new sound system from Full Compass System, Ltd. as presented by Annette with a limit of \$3,300. Commissioner Lee seconded the motion which carried unanimously. Commissioner O'Keefe made a motion to purchase a new keyboard and accompanying accessories from Griggs Music as presented by Annette with a limit of \$1,200. Commissioner Lee seconded the motion which carried unanimously.

Commissioner Lee will start a draft for the donor letter so it is ready to send out once we know more of how the pandemic will impact the Summer season. The corporate letter will be delayed at least until Fall to allow local businesses time to rebound from the pandemic.

Annette has not yet advertised the open auditions that were set for 5/16/20. She does know of a few local students that can be invited still. Commissioner Boze suggested that Annette contact area teachers to coordinate a Zoom meeting audition for prospective players.

#### **VI. NEW BUSINESS**

Commissioner Lee reported that Mayor Lee was running late from a meeting at the Hospital and would not be able to attend our meeting.

#### **VII. MISCELLANEOUS**

Commissioner Reyes informed the Commission that Art Johnson passed away. Mr. Johnson was a long-time supporter and donor of the Band. Commissioner Reyes would like to honor him in some format this Summer. All were in agreement.

Commissioner Lee inquired if Annette or Paul had any response regarding uncashed checks by one of the Band members. Neither had any response. Allen suggested that we have the City reissue the checks in question, which would be direct deposited.

**VIII. ADJOURNMENT**

Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Lee seconded the motion which carried unanimously and the meeting was adjourned at 7:16 p.m.

Minutes were taken by Band Manager Paul Ausman and submitted to the Clerk of the City of Sterling.

A handwritten signature in black ink, appearing to read "Paul Ausman", with a long horizontal flourish extending to the right.

Paul Ausman

SMB Band Manager

**The next regular meeting of the Sterling Municipal Band Commission will be  
Tuesday May 12, 2020 at 6:00 p.m. in the City Council Chambers  
located on the first floor of City Hall, 212 Third Ave, Sterling, IL. 61081**