

# Minutes for the City of Sterling Municipal Band Commission

June 10, 2019

Commissioners:

Gonzalo S. Reyes – Chair

Kevin O’Keefe – Vice Chair

Amy Boze – Secretary

Allen Lee – Treasurer

Alex Segneri

Staff:

Annette Hackbarth – Director

Paul Ausman – Band Manager

Janna Groharing – Marketing Consultant

Others in Attendance:

No members of the public were present

**I. CALL TO ORDER**

A regular meeting of the Sterling Municipal Band Commission was held on 6/10/2019 at 6:03 p.m. in the City Council Chambers of City Hall, 212 Third Ave, Sterling, Il. 61081.

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

**II. ELECTION OF COMMISSION OFFICERS**

Commissioner Boze nominated Commissioner Reyes for Chair.

Commissioner Lee nominated Commissioner O’Keefe for Vice-Chair.

Commissioner O’Keefe nominated Commissioner Boze for Secretary.

Commissioner Segneri nominated Commissioner Lee for Treasurer.

Commissioner O’Keefe made a motion to accept the presented ballot of officers by acclamation. Commissioner Segneri seconded the motion which carried unanimously.

**III. CONSENT ITEMS**

Commissioner Segneri made a motion to approve the following consent items of the agenda:

- SMB Commission Meeting 5/13/2019 minutes
- SMB Directors' report
- SMB Band Manager's report

The Marketing Consultant Report will be included starting the next regular meeting

Commissioner O'Keefe seconded the motion. The motion carried unanimously.

**IV. FINANCIAL REPORT**

Commissioner Lee went over the financial report for the previous month.

Personnel	Budget \$61,600.00	Actual \$6,420.00
Material and Services	Budget \$29,791.00	Actual \$1,480.58
Capital Expenses	Budget \$5,500.00	Actual \$1,449.62
Revenue	Budget \$97,568.00	Actual \$2,662.00

Commissioner O'Keefe made a motion to accept the financial report. Commissioner Segneri seconded the motion which carried unanimously.

**V. COMMENTS FROM THE PUBLIC**

No members from the public elected to comment.

**VI. OLD BUSINESS**

The Marketing Consultant report is due to the Band Manager the Friday prior to the regular Commission meeting. The report shall consist of the marketing activities since the prior meeting. Janna suggested that we announce to like our page during our summer concerts. She will also report on her time spent on band material so the Commission can review her salary level and agree on terms of time period/salary. Commissioner Lee will be Janna's point of contact/liaison going forward.

Commissioner Lee has provided Paul four blank PO forms to be used in emergency situations. Financial responsibilities will be handled in tandem between the Band Manager and Commission Treasurer, with this fiscal year being the transition of responsibilities year now that we have a balanced budget in place.

Carretta assignments for the Summer are as follows:

- 6/12/19 Commissioner O'Keefe & Lee
- 6/19/19 Commissioner Segneri & Lee

6/26/19	Commissioner Segneri & Lee
7/3/19	Commissioner Lee, Tom and Dianne Ausman
7/6/19	Commissioner O'Keefe & Boze
7/10/19	Commissioner Lee & Reyes
7/17/19	Commissioner Lee
7/24/19	Commissioner Lee
7/31/19	Commissioner Reyes & O'Keefe
8/7/19	Commissioner Lee & Reyes

Commissioner Lee will send Public Works contact info for road closures to Paul and Annette in case of rain out.

Janna will find out about food vendors for Josh's concert on 7/6/19.

Commissioner O'Keefe made a motion to increase pay to Chicago Mercantile Battery from \$300 to \$500. Commissioner Segneri seconded the motion which carried unanimously. Paul will contact Tim Tedrick about getting the history of the cannons and also send him a contract for the appearance.

Janna will make a flyer for Mike McCoy's appearance as well as for the Kids Koncert.

Annette reported that everything is mostly in place for Summer planning of extra events.

For the corporate fundraising we will start with the general donor letter. We will start building a list of businesses and structure the program more over the next year. (What donation gets you what level of advertising.) With implementation full force next Summer.

Commissioner O'Keefe will contact Jay Pauley to see if his jazz trio Chameleon will be able to play for the 6/22/19 Saturday concert. The Commission has already approved payment of \$500 for the concert.

Commissioner Segneri made a motion to make changes to the By-Laws as discussed by Commissioner Reyes. Commissioner O'Keefe seconded the motion which passed unanimously.

Commissioner Lee will give Paul the band polo inventory to store at the High School in the music library.

The annual meeting for Commissioners will be on 6/24/2019 at 5:15 p.m.

**VII. NEW BUSINESS**

Annette and Paul would like to purchase a new audio cabinet for GCC. It would house all of the audio equipment in one place instead of the two small cabinets we currently have. Also, with the purchase of the new speakers we have out grown what storage we currently have available. The cost would be around \$1700 which is not with this year's budget. It will be put into next year's budget for consideration.

The Spring concert date has been set. We will use the auditorium on 4/22/2020 and 4/23/2020 for rehearsals and 4/24/2020 for the concert.

**VIII. MISCELLANEOUS**

Commissioner Reyes will contact Sauk Valley Pest Control and have them spray for insects at GCC.

The next regular meeting will be on July 8, 2019. Due to Paul's new work schedule subsequent meetings will be moved to the second Tuesday of each month.

**IX. ADJOURNMENT**

Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Segneri seconded the motion which carried unanimously and the meeting was adjourned at 9:26 p.m.

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

Paul Ausman

SMB Band Manager

**The next regular meeting of the Sterling Municipal Band Commission will be**

**Monday July 8, 2019 at 6:00 p.m. in the City Council Chambers**

**located on the first floor of City Hall, 212 Third Ave, Sterling, IL. 61081**