

Minutes for the City of Sterling Municipal Band Commission

February 20, 2019

Commissioners:

Gonzalo S. Reyes – Chair

Alex Segneri – Vice Chair

Amy Boze – Secretary

Allen Lee – Treasurer

Kevin O’Keefe

Staff:

Annette Hackbarth – Interim Director

Cheryl Neumann – Interim Director

Paul Ausman – Band Manager

Others in Attendance:

Scott Schumard – City Manager

I. CALL TO ORDER

A regular meeting of the Sterling Municipal Band Commission was held on 2/20/2019 at 6:01 p.m. in the City Council Chambers of City Hall, 212 Third Ave, Sterling, Il. 61081. This meeting was held to make up the February 11, 2019 meeting which was postponed due to weather.

Commissioner Reyes called the meeting to order and attendance was taken showing four Commissioners were present. (Commissioner O’Keefe came late at 8:12 p.m. making all five commissioners present.)

II. CONSENT ITEMS

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

SMB Commission Minutes for 1/14/19

SMB Interim Directors’ report

Commissioner Lee seconded the motion. The motion carried unanimously.

The Band Manager’s report was amended to correct the spelling of Dr. Kreuger’s name. Commissioner Boze made a motion to approve the amended report. Commissioner Segneri seconded the motion which carried unanimously.

III. FINANCIAL REPORT

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

Commissioner Segneri made a motion to receive the Financial Report. Commissioner Lee seconded. The motion carried unanimously.

Commissioner Boze pointed out that the December Financial Report was not in DropBox yet. Commissioner Lee will add it.

Commissioner Boze inquired if the transition of financial responsibilities was on track for the Band Manager to take over by 4/30/2019. Commissioner Lee said that it was not due to there not being a financial history prior to 2018. He stated that there were still items missing or not in the proper place, and the overall reports still being built.

IV. COMMENTS FROM THE PUBLIC

City Manager Scott Schumard went over the City's plans for revitalizing Central Park. He described how the money was obtained for the five-stage project, and stated that it would be appropriate if the Band donated \$25,000 to the project. Commissioner Lee will add the donation to the upcoming year's budget to be approved.

V. OLD BUSINESS

The final 2019 Pops report will be put together by the Band Manager. Commissioner Reyes will get him the final items to add to the report. The Band Manager will put the document in DropBox and Commissioner Reyes will place a copy in the binder. Commissioner Reyes suggested to rotate through the four flower providers in the area each year as opposed to get bids from each one each year. In this way each provider get their turn and we spread the wealth.

Commissioner Boze reported on the progress of the Permanent Director search. There were 12 people interested, 7 applied, 5 were interviewed, and 3 will conduct the Band. Mileage reimbursement was discussed and decided that since regular members are paid mileage (when appropriate) that same rule should apply to the Permanent Director as well. The resumes of the final three candidates will be provided to the Commission at the March meeting to allow them time to familiarize themselves with the quality of candidates the search has attracted. The Search Committee will be meeting one final time prior to making a recommendation to the Commission. Commissioner Boze asked if the Commission would provide pizza for that last meeting as a thank you for all the work the Committee has done. All Commissioners approved.

Commissioner Lee went over each line of the proposed 2019-2020 Budget. The goal is to make sure that everything is 100% in place to show transparency in the upcoming election cycle. Interim Director Hackbarth suggested a tiered fee structure for guest conductors based on their skill level. (High School directors get X, College directors get Y, University Z, and so forth.) She will create a table for approval. Band Member pay was suggested to increase to \$56,000 to accommodate paying members \$20 per event. The rationale for consideration of this increase is due to Band Member pay remaining the same since before 1991. The Music line was also suggested to be increased to \$2,500.

Interim Directors Neumann and Hackbarth, along with Commissioner Boze, reported on preparations for the 2019 Spring Concert. Josh Duffee would like to do a clinic at the Auditorium on 4/30 for 1 hour. Band Manager Ausman will check on availability of the Auditorium on that date from 11:30 – 2:30.

All of the music has been picked out for the Band and by Josh as well.

Mr. Duffee will be performing about 25 minutes total. He has reported that he will probably bring 100 audience members with him, and that Gary Mativier may do a videography on Louie Bellson at the concert as well. Josh has many connections in the Quad Cities area that will be beneficial to the marketing of this concert, including possibly guesting on Paula Sands Live. Mr. Duffee plans to bring Louie Bellson memorabilia with him for a display to be set up in the lobby. He would also like us to bring Louie's wife to the concert from California. The Commission agreed this would be a good idea. Band Manager Ausman will contact Mrs. Bellson.

We will not be using an announcer for this concert, but program notes for each song will be included in the programs.

The Challand Band Boosters will be selling Culvers Ice Cream before the concert, as well as during intermission. Commissioner Boze will check with Tim Schlegel to see if Ice Cream is able to be brought into the Auditorium.

(Commissioner O'Keefe arrived at 8:12)

With the Rock River Jazz Band playing on 7/13 and 7/27 we have chosen 6/22 and 7/6 for our sponsored Saturday concerts. We would like to have Josh Duffee's band play on 7/6 if GCC is available that day. Band Manager Ausman will check on availability. 7/6 is also Louie Bellson's birthday. Commissioner Reyes has been in contact with two Mariachi bands to play the 6/22 concert.

Commissioner Boze has contacted Tim Tedrick about using his artillery battery for the Forth of July concert. He has been booked for us for \$300. He did comment that that fee has not changed in 10 years, but did not commit to request more. Increasing his fee will be discussed at a later date. Mr. Tedrick did mention that the 1812 must

be programmed right before the Star-Spangled Banner. We will book and pay a deposit for next year at this year's Fourth of July concert.

Commissioner Reyes will start looking for Summer pre-show acts. The stipend is \$500 max with performance taking place from 6:30 – 7:10. McCrea, Finding Home, and House Wine are possibilities so far.

VI. NEW BUSINESS

Commissioner Reyes collected Statement of Economic Interest forms from Commissioner Boze, Interim Directors Neumann & Hackbarth, and Band Manager Ausman. He will turn them in to The City.

Commissioner Lee made a motion requiring Commission approval for purchases greater than \$500. Commissioner Segneri seconded the motion which carried unanimously.

Commissioner Lee made a motion to create a sub-committee to update job descriptions for the Director, Band Manager, Librarian, and any other staff, and to update the By-Laws. Commissioner O'Keefe seconded the motion which carried unanimously. Commissioner O'Keefe stated that the permanent director should be present before finalizing the job descriptions. Commissioners Lee and Segneri will comprise the sub-committee. Preliminary information will be presented at the April Meeting.

VII. MISCELLANEOUS

Commissioner O'Keefe suggested that the Commission and the Band should promote all live music in the area. This should be done on Social Media. He contacted City Manager Scott Schumard to inquire if we would be able to promote acts that are playing in private venues. Mr. Schumard stated that as long as we promote the act and not the location, we should be OK. Guidelines will be set up at next month's meeting, but we can start promoting immediately. Commissioner O'Keefe will contact Janna Groharing to set everything up and to inquire about using Twitter and Instagram more frequently.

Interim Director Hackbarth brought a contract that is used with ILMEA for us to adapt to our use. Band Manager Ausman will take and adapt it on the Band letterhead.

Commissioner Lee stated that the commission needs a monthly report from Janna Groharing on her activities concerning the Band. Commissioner O'Keefe will let her know when he talks to her.

Commissioner Reyes would also like the Interim Directors and Commissioner Boze to write a report on their trip to Midwest. It may be included with the monthly Director's report.

VIII. ADJOURNMENT

Commissioner O'Keefe made a motion to adjourn, seconded by Commissioner Lee. The motion passed unanimously and the meeting adjourned at 9:00 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 March 11, 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**