

Minutes for the City of Sterling Municipal Band Commission

March 11, 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:

Shirley Sharp

I. CALL TO ORDER

A regular meeting of the Sterling Municipal Band Commission was held on 3/11/2019 at 6:02 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. CONSENT ITEMS

Commissioner Boze requested the 2/20/19 minutes be removed from consent items.

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

SMB Band Manager’s report

SMB Interim Directors’ report

Commissioner Segneri seconded the motion. The motion carried unanimously.

The 2/20/2019 minutes were amended to include the reason for asking for a Band Member wage increase was due to the fact that an increase has not happened since

before 1991. Commissioner O’Keefe made the motion to approve the minutes as amended. Commissioner Segneri seconded the motion which carried unanimously.

III. FINANCIAL REPORT

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

Personnel	Budget \$74,800.00	Actual \$47,914.16
Material and Services	Budget \$41,300.00	Actual \$36,295.50
Capital Expenses	Budget \$62,120.00	Actual \$37,631.22
Revenue	Budget \$107,120.00	Actual \$89,475.18

Donations are on par with previous years despite the reports that they were down. The reason for the discrepancy is anticipating more donations due to it being the 90th Anniversary year.

Salary for the Interim Directors will be done in three \$500 installments starting payroll date 4/12/2019.

We will begin to transition every Band Member over to direct deposit for their pay due to difficulties the City faced with two past members not cashing their checks. The City guideline is an employee has 10 days to get their direct deposit information turned in. We will follow that guideline as well. If a member fails to turn in the proper information they will not be paid.

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

IV. COMMENTS FROM THE PUBLIC

Shirley Sharp spoke in regards to alcohol at Band concerts. She is against the sale of alcohol as well as changing the City Ordinance to allow audience members to bring their own. She does not feel that allowing alcohol in the park for the concerts fits with the family atmosphere of the concerts, and is concerned with people abusing the privilege if it is allowed. She asked how much of the park falls under the responsibility of the Band Commission. Commissioner Reyes stated that the shell and immediately surrounding landscape is the Commission’s responsibility. She also inquired as to who’s responsibility it was to unlock the Port-a-Johns, noting that a couple of times last Summer they were not unlocked. Commissioner Reyes said that it was the Director’s responsibility. Band Manager Ausman also has a key to the lock now and can make sure it is unlocked for each concert.

V. OLD BUSINESS

Commissioner O'Keefe reported that the search for the Permanent Director is close to being done. Two of the three candidates have auditioned with the Band, with the final candidate auditioning on 3/13/19. Band Member survey responses were very positive so far, but were reminded that they would not be casting actual votes.

The Marketing Manager report will be added to the Consent Items going forward.

Commissioner Lee made a motion to donate \$25,000.00 as suggested by City Manager Shumard for the Central Park Upgrade project. Commissioner Segneri seconded the motion which carried unanimously. The donation will be on the Fiscal Year Ending 2020 Budget.

Commissioner Lee presented the proposed Fiscal Year Ending 2020 Budget. It was recommended by the City that the Commission does not increase Band Member pay this year. Guest Conductor expenses are actual based on the four guests we have booked for the Summer. Set up crew per week will be five people. Postage/Freight was increased per City recommendation. Travel expenses were decreased due to not needing to attend Midwest the entire week. Rental expenses will need to reflect the addition of Centennial (around \$1000) and Port-a-Johns. Commissioner Lee noted that in years past many expenses had crossed from one-line item to another. Last year was the first that we have detailed records to track and fix these issues. Pops concert expenses was decreased due to needing to rework how we approach presenting the concert. Commissioner O'Keefe stated that issue needs to be addressed by the whole Commission at a later date. Commissioner Boze and O'Keefe stated that to increase future revenue (donations) we need to communicate how we are rebuilding our audience, and revenue will come with repeat audience attendance. Commissioner Segneri stated that we do need to bring in newer marketing ideas that reach a wider market since access to data of all kinds can be obtained through a number of ways currently. Commissioner Lee reported that the balance as presented was balanced. He is also looking into seeing if the City would allow us to amend the 2018-2019 and 2019-2020 budgets to accommodate this year's Spring concert technically falls in next year's budget timeframe of 5/1/2019 – 4/30/2020. Commissioner Boze made a motion to approve the revised 2019-2020 FY Budget as presented. Commissioner Segneri seconded the motion which carried unanimously.

Commissioner Lee presented the Director and Band Manager responsibility lists for review at the next regular meeting.

Commissioner Boze reported that Centennial Auditorium does not allow outside concessions to be sold per their contract. Concessions will be sold by the Auditorium as normal.

A flyer for the Clinic on 4/30 will be put together by Janna Groharing. The goal is to get it sent out in two weeks. Interim Director Hackbarth can e-mail it out to District 8 Band Directors. We will also need a postcard sized handout with the Concert information on it for clinic participants so they know when the concert is.

Mrs. Bellson will be flying in on 4/30 and departing on 5/2. Band Manager Ausman will put her in contact with Destinations Travel.

The City is not sponsoring the sale of alcohol going forward. The City Council is looking into changing the ordinance to allow audience members to bring their own in. The Council is trending in favor of it at this point. Some concerns of allowing alcohol are: How do we deal with out of line people? Do we police it ourselves? Will trash on the ground become an issue? Will other events benefit from the change in the ordinance? We are not yet making a recommendation to the Council.

Guest Director dates for the Summer are Dr. Thomas Bough 6/19 (with potential clinic), Greg Cunningham 6/26, Mike McCoy 7/10, & Dr. Alicia Neal 7/24.

The July 17 pre-show entertainment will be from the High School's Summer musical.

The Kidz Konzert has been penciled in for 7/31.

The Jazz Band concerts are not part of the proposed 2019-2020 budget and needs to be added. Commissioner O'Keefe made a motion to book Josh Duffee's jazz orchestra on 7/6/2019 for \$1700. Commissioner Boze seconded the motion which carried unanimously.

Commissioner Reyes is working on booking a Mariachi group for \$500 on the 6/22 concert date.

Janna will ask food truck vendors to be at both Saturday concerts. There is no cost to us for this.

VI. NEW BUSINESS

Commissioner Lee did an inventory on Band Polos. We need to fill in all missing sizes. We will stick with the current polo style. If a member would like to purchase an upgraded version of the polo, we will provide the necessary information to them. Annette will provide the information.

The goal to send out the Annual Appeal Letter is the end of April/beginning of May. We will tie in the new Director and Summer Season Schedule with it. Commissioner O'Keefe would like us to have some follow up with donors we don't get responses back from.

VII. MISCELLANEOUS

A contract to be used for guest artists has been created. The Commission Chair will be the person to sign the contracts. One copy will go each to the guest, SMB Director, SMB Commission, & attached to the PO. The Band Manager will be the contact person. Band Manager Ausman will finalize it prior to the next meeting.

Commissioner Boze presented the idea of a Band Social Chair to organize events for the Band Members the chance to get to know each other outside of the rehearsal space. Having a Summer Season kick off pot luck was a suggestion.

Commissioner Boze brought up SMB participation in a Diversity Coalition. Christina Berry (Minister at the First Presbyterian Church) reached out to her to see if the Band would like to be part of it. Commissioner Segneri is already part of it and will be our point person for it. Commissioner O'Keefe asked if we could put it on next month's agenda.

VIII. EXECUTIVE SESSION

Commissioner Segneri made a motion to go into Executive Session, seconded by Commissioner O'Keefe. The motion passed unanimously and the Commission went in to Executive Session at 8:43 p.m.

Commissioner Segneri made a motion to go into Open Session, seconded by Commissioner O'Keefe. The motion passed unanimously and the Commission went in to Open Session at 9:24 p.m.

IX. ADJOURNMENT

Commissioner O'Keefe made a motion to adjourn, seconded by Commissioner Segneri. The motion passed unanimously and the meeting adjourned at 9:24 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 April 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**