

STERLING MUNICIPAL BAND
 Post Office Box 991
 Sterling, Il. 61081
<http://sterling-il.gov/band.cfm>

City of Sterling
 Band Commission Meeting Minutes
 4/9/2018
 Meeting commenced at 6:03

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzalo S. Reyes	P	Citizen August Ufkin	P
Band Commissioner Alex Segneri	P	Police Chief Tim Morgan	P
Band Commissioner R. Allen Lee	P		
Band Commissioner Amy Boze	P		
Band Commissioner Kevin O'Keefe	P		
Conductor Jon P. James	P		
Travel Manager Cathy L. James	P		
Business Manager Paul Ausman	P		

I. CALL TO ORDER

Commissioner Reyes called the meeting to order at 6:03 p.m.
 Attendance roll call was taken showing:

Attendance Roll Call				
Reyes	Segneri	Lee	Boze	O'Keefe
<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>
five (5) commissioners present				

II. CONSENT ITEMS

Motion to pull March minutes out of consensus				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion made</i>		<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

Motion to approve consensus items as presented.				
Reyes	Segneri	Lee	Boze	O'Keefe
			<i>motion seconded</i>	<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

Motion to approve the Minutes from March 12, 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>			<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

III. BUSINESS MANAGER

A. Business Manger report

Paul reported that the initial ROE fingerprint background checks were performed and that the event was very smooth with no issues.

B. Treasurer report

Commissioner Lee reported on the current status of organization financials, and that all related documents have been placed into dropbox.

Motion to accept the Business Manager & Treasurer reports				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

IV. COMMENT FROM THE PUBLIC

August Ufkin read a letter he drafted stating his view on the fingerprint background checks.

V. OLD BUSINESS

A. Updates

1. Spring Concert

a. Candlelight has been finalized for the meal. Cathy will send Commissioner Lee their quote for the meal.

b. Cathy reported that we will not have a sponsor for Dale's clinic which will cost us \$200. The cost has been included on Cathy's report.

2. Band Shell

- a. Commissioner Reyes met with Scott Hibbard that specializes in historic preservation on what updates to the shell we wanted done.
- b. Items to be addressed are:
 - i. Power wash the entire building (Blastforce \$2500.00)
 - ii. Paint entire building (also to fix cracks,) light poles, and flag pole
 - iii. Two new front doors and locks
 - iv. Landscaping in front of the shell
 - v. Bricks to be sealed to eliminate future water intrusion and damage
 - vi. Electrical boxes on stage to be updated
 - vii. Support for rear door stoops, as well as proper bottom step height on each rear set of steps.
- c. Commissioner Lee suggested the painters could change out the light bulbs over to LED since they will have the rigging in place to paint already.

Motion to approve the estimate from Blastforce to begin power washing				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>	<i>motion seconded</i>		
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

3. Music Library

- a. Commissioner O'Keefe has updated the sign out form and will bring it to the next commission meeting.
- b. Cathy will provide a printed list of the music library to keep on file.
- c. Commissioner Lee will pick up thumb drives at SBM to store digital copies.

4. 90th Anniversary

- a. Four groups have confirmed for pre concert entertainment.
- b. A special meeting will be set for 4/17/18 at 5:30 at the Coliseum to go over details and further planning.

5. By Laws

No updates

6. Inter- Agency Agreement

Commissioner Reyes will be meeting with Dr. Evertt on 4/11/18

7. Background Checks

- a. Paul reported that we are on track to meet our 4/15/18 deadline to have all checks done. He will also do the part-time checks by then as well.
- b. Commissioner Reyes will order a four drawer file cabinet from SBM for us to use at City Hall.

B. Summer Concerts Alcoholic Beverage

We are waiting for the City Attorney to review.

C. Summer Concerts: Sign, Carreta, Speakers, Conductors, Alcohol, Kid's Konzert scheduling

1. Sign: no update
2. Carreta: no update
3. Speakers: no update
4. Conductors: Cathy reports that all have been set
5. Alcohol: See above
6. Kid's Konzert: Preferred on 6/20 or 8/1

D. City Council 2019 Budget

No update

E. Travel Reimbursement Policy

We shall support and follow City guidelines pertaining to travel reimbursement.

F. Tympani Head

Commissioner Boze reports that the tympani has been repaired at zero additional cost.

G. Purchase Order Policy

Commissioner Lee will get with SBM to make sure they provide more accurate billing for tracking purposes.

VI. NEW BUSINESS

A. Business Manager/Travel Manager job descriptions

Job descriptions of the Conductor, Business Manager, and Travel Manager will not be part of the Commission's By-Laws. They will be a part of the Regulations.

B. Advertising Position

Tabled for the next meeting

C. Band Member Evaluations

1. The conductor will perform member evaluations for the purpose of protecting the Commission after a potential termination.
2. Jon will provide a template for consideration by the end of summer.

D. Weather Cancellation Policy

1. The goal is to make sure warnings are obtained and communicated to band members and audience at appropriate intervals during a weather event.
2. Commissioner Segneri will be the Commission's point person for contact.

E. Time Line Minutes Posting

Missing minutes on the City website are in Dropbox. Paul will make sure the City gets the appropriate files to be up to date.

VII. MISCELLANEOUS

No miscellaneous items were brought up.

VIII. EXECUTIVE SESSION

Motion to enter executive session				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>

Motion Carried

The commission entered into Executive Session at 7:40 p.m.

Motion to return to open session				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>			<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The commission returned to open session at 8:42

IX. HIRING/TERMINATION OF EMPLOYEE(S)

Motion to temporarily reinstate Patrick Sheehan to his position as band member & announcer				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion seconded</i>			<i>motion made</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

X. ADJOURNMENT

Motion to adjourn meeting				
Reyes	Segneri	Lee	Boze	O'Keefe
	<i>motion made</i>			<i>motion seconded</i>
	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
Motion Carried				

The meeting was adjourned at 8:45

Minutes taken by Paul Ausman and are hereby submitted to the Clerk of the City of Sterling

Paul Ausman
Business Manager, Sterling Municipal Band

**The next regular meeting of the Sterling Municipal Band Commission will be
Monday, May 14, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**