

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

City of Sterling
 Band Commission Meeting Minutes
 6/11/2018
 Meeting commenced at 6:05

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzalo S. Reyes	P		
Band Commissioner Alex Segneri	A		
Band Commissioner R. Allen Lee	P		
Band Commissioner Amy Boze	A		
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 6:05 p.m.
 Attendance roll call was taken showing:

Attendance Roll Call				
Reyes	Segneri	Lee	Boze	O'Keefe
<i>present</i>	<i>absent</i>	<i>present</i>	<i>absent</i>	<i>present</i>
three (3) commissioners present				

II. CONSENT ITEMS

A. Approval of Minutes

Motion to approve the Minutes from May 14, 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

B. Travel Manger

1. Program settled on & music ordered for guest conductors
 - a. Alexis Lamb – Need to copy parts for one piece

- b. Col Lowell Graham & Dr. Brian Bowman – one piece on backorder, one hasn't arriv
 - c. Lynne Stuart – Need to copy parts for one piece
 - d. Dr. Shawn Smith – set
 - e. Wayne Bergeron – selections are in process of being arranged
 - f. Waiting on program from Dr. Prendergast & Dr. Lambrecht
2. Travel
- a. Airline travel completed for Col. Graham & Dr. Smith
 - b. Driving
 - i. Alexis Lamb - Dekalb
 - ii. Brian Bowman – Denton, TX
 - iii. Lynne Stuart – Quad Cities
 - iv. Curran Prendergast – Kirksville, MO
 - v. James Lambrecht – Rock Island
 - c. Need to arrange flight for Wayne Bergeron – California
3. Hotel Reservations
- a. Col. Graham & Dr. Bowman – complete
 - i. Need to make Hotel Reservations for:
 - 1. Bergeron, Smith, Prendergast
4. Ongoing – sub-players
5. Patriotic Supplies – ordered
6. Lynne Stuart moving to July 25th concert (husband having surgery)
7. Working on dates, music for in-Band soloists
8. Coordinated move for side room painting
- a. Moving crew names will be turned in for pay
9. Bought paper towels and TP for bathrooms
10. Ceilings in side rooms still need to be fixed

C. Band Director

D. Business Manager

- 1. Submitted April SMB Commission meeting minutes to the City Clerk.
- 2. Prepared May SMB Commission meeting minutes for review at next regular meeting.
- 3. Sent out schedule for the summer season to all current band members via e-mail.
- 4. Prepared Member Information and Code of Conduct forms for updating.
- 5. Prepared payroll sheet for filing to City Payroll.
- 6. Performed soft background checks on all new members since the Spring Concert.
- 7. Made up new member packets.
- 8. Did a lot of research on the process of a non-citizen to change their status to be allowed to work in the U.S.

Motion to approve the consensus items for May 14, 2018				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>

Motion Carried

III. BUSINESS MANAGER

The Business Manager's report was moved to be included with the Consent Items.

IV. FINANCIAL REPORT

Commissioner Lee reported on the past month's financial activity and posted it on dropbox.

V. COMMENT FROM THE PUBLIC

No citizens were present.

VI. OLD BUSINESS

A. Updates

1. Repairs to the Band Shell

a. Lenhart Plumbing dewinterized the bathrooms for \$364.50, and cleaned out solidified paint from the sink trap for \$327.25. The painters will be asked to repair damage to the floor since they were the ones who put the paint down the sink in the first place.

Motion to approve payments of \$364.50 and \$327.25 to Lenhart Plumbing for services rendered.				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

b. Sterling Gardens needed to use extra labor to remove the large pine in front of the stage.

Motion to amend the bid from Sterling Gardens to \$2,255.00.				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

c. Midwest Painting and Decorating needed to repair wood trim on the back of the shell.

Motion to amend the bid from Midwest Painting and Decorating to \$15,121.00.				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

d. Commissioner Reyes bought pizza for the Boy Scouts who were helping Sterling Gardens with the landscaping.

Motion to approve reimbursement of \$115.00 to Commissioner Reyes for pizza for the boy scouts and for the Power Point presentation they put together.				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

e. Cathy reported that a band member suggested that the circles on the two stage flanking walls be colored and possibly used for the SMB logo.

2. 90th Anniversary planning events

Two open dates (7/18 & 7/25) need to be filled for pre-show entertainment still. Ain't Misbehaving will fill one of the spots with a second group to be determined still.

3. By-Laws

No updates

4. Inter-Agency Agreement

The Commission went over the agreement and made changes to be approved at the next regular meeting.

5. Background Check Summer Group

a. ROE will come to do checks for the Summer Season on 6/19.

b. The Code of Conduct form will be amended to include that nothing has changed on the member's background check for yearly review.

6. Summer Concerts

a. Alcoholic beverages

Commissioner O'Keefe reported that we are waiting on the city attorney for clarification on a Special Event Permit. Smoked on 3rd would like for us to pay for the various permits they need to serve alcohol in the park.

Motion to approve payment for various permits totaling \$625.00 needed for Smoked on 3rd to serve alcohol during summer concerts				
Reyes	Segneri	Lee	Boze	O'Keefe
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

b. Sign

The bracket used to attach the sign to the footing has gone missing at Public Works. Commissioner Lee will contact Turnroth Signs to see if they can help us out.

c. Speakers

Commissioner O'Keefe reported that we are waiting on Luke from Bose. He will follow up on 6/12.

d. Kids' Koncert

No Updates.

e. 4th of July

Everything is in place. The Carreta will be manned by Commissioners Lee and O'Keefe as well as Tom & Dianne Ausman.

7. Social Media Website

No updates

8. Written Policies

All policies need to be in writing and filed with Commissioner Reyes.

B. Unified staff payroll schedule

Staff pay will be adjusted to coincide with City Policy beginning payroll period due 7/3/18.

C. Recommendation for Advertising position

To be discussed during the executive session.

VII. NEW BUSINESS

A. Music Under the Stars first concert review.

All present were pleased with the concert. Many praises were communicated from the public as well.

B. Change in Donor Categories

Discussion into whether we should adjust the levels in which we categorize the donors in the summer programs.

C. Jazz Band

Advertising has been placed on the back of summer programs and in the press release. Cathy will send Commissioner Reyes the dates.

D. Rehearsal Locations / Scheduling Facilities Usage for 2019

Jon will begin to schedule facility usage for 2019.

VIII. MISCELLANEOUS

No items to report.

IX. 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>
Motion Carried				

The commission entered into Executive Session at 7:30 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>
Motion Carried				

The commission returned to open session at 7:42 p.m.

Motion to place Executive Session minutes from August 2017 and September 2017 in public record.				
Reyes	Segneri	Lee	Boze	O'Keefe

		<i>motion made</i>		<i>motion seconded</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
Motion Carried				

X. HIRING/TERMINATION

No actions taken

XI. ADJOURNMENT

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

The meeting was adjourned at 7:45 p.m.

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, July 9, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**

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