

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

City of Sterling
 Band Commission Meeting Minutes
 7/9/2018
 Meeting commenced at 6:02

Commissioners & Staff		Other Attendees	
Band Commissioner Gonzalo S. Reyes	P		
Band Commissioner Alex Segneri	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 6:02 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

A. Approval of Minutes

Motion to approve the Minutes from June 11,, 2018				
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 Travel Manager and Band Director reports were pulled out of Consent Items for discussion.

The Travel Manager and Band Director will send their future reports to the Business Manager to be filed in DropBox along with his own. Future reports will not be sent to commissioners directly.

B. Travel Manger

1. Working on guest soloist and conductor arrangement.
2. Working on finding players in shortage areas, i.e. tubas, saxophones, 2nd bassoon
3. Busy time of year

Motion to receive the Travel Manager report				
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				

C. Band Director

1. Concerts have gone well
2. Rehearsals have gone well
3. I feel there are too many young kids entering the band to maintain the level of our performance

Jon expressed his concern of having too many minors in the band that cannot keep up with the literature the band plays. He was also concerned that kids were showing up to play without his knowledge.

All commissioners agreed that it was Jon's responsibility to approve any new members of the band, if they are not able to play the literature they would support his decision to temporarily remove them until the time they can, and that he should possibly reposition weaker players to strengthen sections of the band.

Motion to receive the Band Director report				
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				

D. Business Manager

1. Submitted May SMB Commission meeting minutes to the City Clerk.
2. Prepared June SMB Commission meeting minutes for review at next regular meeting.
3. Prepared Member Information and Code of Conduct forms for updating.
4. Prepared payroll sheet for filing to City Payroll.
5. Organized ROE background checks on all new members since the Spring Concert.
6. Reviewed Band Member Information Forms to see who needs updating.
7. Recorded new Member Information & ROE Background Checks into personnel
8. Helped move High School risers from storage to Grandon Civic Center for Preshow entertainment use.

Motion to receive the Business Manager report				
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				

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.

Future reports will be filed in PDF format to conserve space in DropBox.

Commissioner Lee will reprint the March Financial report as the initial budget to compare each new month to.

Motion to accept the Financial report				
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				

V. COMMENT FROM THE PUBLIC

No citizens were present.

VI. OLD BUSINESS

A. Updates

1. Repairs to the Band Shell

- a. The two stage doors will not be replaced at this time as they are still in working order. The paint on the percussion side door and frame will be touched up, and weather stripping possibly installed to keep rain water from entering both rooms.
- b. Landscaping at the rear of the shell needs to be attended to.
- c. Jon will send the city an e-mail about 3 of the 4 halogen lights being out.
- d. There is a possible roof leak. Once it has been located and fixed, damaged ceiling tiles will be replaced.

2. 90th Anniversary planning events

- a. Kidz Konzert: activities will include face painting, Jeremy the Amazer doing balloon animals, Grigg's Music musical petting zoo, Chalk for sidewalk art, Drawing for kids to sit with the band for a song (2 songs, 6 kids each,) and a drawing for a kid guest conductor.
- b. Carreta assignments:
 - 7/11: Every Commissioner
 - 7/18: Reyes and O'Keefe
 - 7/25: Lee and Segneri
 - 8/1: O'Keefe and Lee

8/8: Reyes and Segneri

c. The mariachi group has been rescheduled for the 7/18 pre-show. They will receive \$250.00 for the rain out, and \$500.00 for the 7/18 rescheduled performance.

3. Background Check Summer Group

Background checks will be done three times a year if need be. Once per season.

4. Summer Concerts

a. Alcoholic beverages

Commissioners have received a few complaints, but overall response to serving alcohol has been very positive.

An announcement needs to be added to each concert saying that patrons cannot leave the park with their adult beverage, nor bring their own in per city park ordinance.

b. Sign

Turnroth Sign has quoted \$4000.00 to place the sign. \$3000.00 of that in labor alone. Cathy has a contact that does concrete work she will get a quote from. The quote will include adding a step at the base of both rear shell stairs.

c. Speakers

Commissioner O'Keefe reported that he was put in contact with Bose Distributor Tom Williams from Full Compass Systems out of Madison, Wi. He quoted a Galaxy system for \$3500.00 which includes 4 speakers on tripods, and \$6500.00 for a Sure system which would include 4 speakers on tripods, 4 rechargeable batteries, and 2 chargers (\$5500.00 without the battery package.) All commissioners agreed that a Sure system would be the best way to go.

Motion to raise the Speaker Expenditure cap to \$8000.00				
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				

d. 4th of July

The history of the cannons will be included in future programs.

e. Survey results

Commissioner Lee is in the process of compiling the results.

Initial results are:

296 surveys handed out, 88 were returned

High social media references

Under 40 year old numbers have increased

A place to include patron's e-mail for future blasts will be added.

A pass out for the Kidz Koncert and the Mariachi performance will be included.

5. Advertising/Social Media - Sterling Main Street

Tabled until after the executive session

6. Social Media Website

Tabled until after the executive session

B. Shirt Inventory

Commissioner Lee reported on the current band polo inventory. Commissioner O'Keefe suggested that different styles be looked into that would be more comfortable in the heat. The color scheme will remain the same.

C. Approval of Payments

1. Grigg's Music

Jon will contact Grigg's to inquire on getting a discount on this bill.

Motion to approve payment of \$731.51 to Grigg's Music for 4 microphones, 4 mic stands, and four 50' cords for each mic.				
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				

2. Sauk Valley Pest will charge \$50-60 per month for pest control.

D. Approval of Payments Pre-performance groups

Motion to amend the stipend cap to \$750.00				
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				

1. Jeremy the Amazer: \$150.00

2. Whimsy Pixie (face painting): \$165.00

E. Rehearsal Locations/Scheduling Facility usage for 2019

Jon reported that all dates have been submitted. We are waiting on confirmation from Abiding Word and Centennial Auditorium.

Jon will verify that we are o.k. to rehearse with school registration going on at the same time.

Cathy reported that there are 158 missing charts of music from the library.

Jon will provide an inventory of all our equipment for insurance purposes.

VII. NEW BUSINESS

A. Music Under the Stars concerts review.

All reviews have been positive.

B. Sign in sheets (Rehearsal and performance)

Sign in sheets for Jazz Band rehearsals and performance must be turned in for city auditing purposes.

C. City Contact - Mary: Cindy: Christina

Commissioner Lee will be our contact for all financial purposes.

VIII. MISCELLANEOUS

No items to report.

IX. EXECUTIVE SESSION

Motion to enter executive 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 entered into Executive Session at 7:53 p.m.

Motion to return to open 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 returned to open session at 8:52 p.m.

X. MATTERS RELATED TO HIRING

Motion to contract out to Sterling Main Street for all advertising and marketing needs as proposed from Janna Groharing on July 5. The fee is \$1200 for the fiscal year May 1, 2018-April 30, 2019.				
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				

XI. MISCELLANEOUS CONTINUED

Commissioner O'Keefe and Janna Groharing will be giving away the leftover ice cream from the ice cream social at the Tuesday night movies at Grandon on 7/10, with a flyer promoting our Kids Koncert on 7/11.

XII. 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>	<i>Aye</i>
Motion Carried				

The meeting was adjourned at 9:13 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, August 13, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**

es.