

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

City of Sterling
 Band Commission Meeting Minutes
 3/12/2018
 Meeting commenced at 6:07

| Commissioners & Staff | | Other Attendees | |
|---|---|-----------------|--|
| Band Commissioner Gonzolo 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 6:07 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. APPROVAL OF MINUTES

Minutes for the 2/12/18 regular commission meeting as well as for the 2/27/18 special meeting to discuss plans for the 90th Anniversary summer season were reviewed and amended to be submitted to the Clerk of the City of Sterling.

| Motion to approve the Minutes from February 12, 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 |
|-----------------------|

| Motion to approve the Minutes from February 27, 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 | | | | |

III. ADMINISTRATIVE BUSINESS

A. Business Manger report

Commissioner Lee provided the Business Manager report including the financial report and purchase orders for the past month.

| Motion to approve the Business Manager report from February 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 | | | | |

B. Travel Manager and Conductor reports

1. Travel Manager:

Progress for the Spring concert: Flight arrangements have been completed for both the guest conductor, and the guest soloist. All of the guest conductor's pieces have been passed out in the folders as well. Cathy is also working on lining up food (potentially from Candlelight,) getting the Conductor's final pieces passed out to the folders, confirming clinic sponsor, finalizing a flyer for the clinic, and handing out soloist music to the folders.

Cathy is actively preparing to line up guest artists for the upcoming Summer season.

Cathy has created a check out form for the Music Library, which Commissioner O'Keefe will update into a single spreadsheet.

2. Conductor

Jon did not have anything new to update.

| Motion to approve the Travel Manager and Conductor reports from February 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 | | | | |

IV. COMMENT FROM THE PUBLIC

(no citizens were present)

V. OLD BUSINESS

A. Updates

- 1. Repairs to the Band Shell

No updates

- 2. Music Library

Commissioner O'Keefe will update Cathy's form to be on a single spreadsheet for simplicity.

- 3. Summer Concert Speakers/Sound System

Cathy will get three potential on site visit dates from Bose. This will ensure a maximum representation of the Commission for the meeting.

- 4. 90th Anniversary

- a. A theme is to be determined
- b. Commissioner Reyes will recommend a date for the Ice Cream Social
- c. A Band Recognition (possibly a pizza party) date to be determined

- 5. By Laws

No updates

- 6. Inter- Agency Agreement

Commissioner Reyes will be meeting with Dr. Evertt in two weeks.

- 7. Background Checks

The Background Check Policy was reviewed with a second reading

| | | | | |
|--|--------------------|------------|-------------|------------------------|
| Motion to approve the Background Check Policy as read up to but not including the Process Section | | | | |
| 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 | | | | |

B. Mileage Policy

Commissioner Lee reported this policy has been completed.

C. Travel Policy

Commissioner Lee reported this policy has been completed.

D. Summer Concerts Alcoholic Beverage

Commissioner Lee reported he has talked to the Mayor and City Manager. They are talking to the City Attorney about the issue.

E. Purchase Order Policy

Commissioner Lee reported this policy has been completed.

F. Wine Distribution Summer Concert

(See D. Summer Concerts Alcoholic Beverage above)

VI. NEW BUSINESS

A. Business Manager/Travel Manager job descriptions

Commissioner Lee will update each job description for discussion at next month's meeting.

B. Advertising Position

Commissioner Lee will update the Business Manager/Travel Manager job descriptions to include Advertising responsibilities for discussion at next month's meeting.

C. Destination Travel

Commissioner Lee expressed concerns of the travel agent's billing method. He asked for more clarification and detail on what the "fees" cover in the future.

Commissioner Lee will obtain clarification on what exactly the City Travel Policy is for discussion at next month's meeting.

D. Park Sign

The Central Park sign for the band was damaged. Repairs will have to wait until the ground firms up enough to pour new footings. The sign would not be repaired before the Spring Concert.

E. Band Member Evaluations

Tabled until next month's meeting

F. Weather Cancellation Policy

Tabled until next month's meeting

G. City Council Budget Study Session Review/Fiscal 2019 Budget

Commissioner Lee attended the review session. He reported that the band will have a higher budget due to the 90th Anniversary activities. He answered questions from the Council on the reserves in our budget and as to why we have guest conductors. He reported that budget concerns stem from an overall tightening of funding from the state to the city, and a desire to have fiscal transparency.

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 8:11 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 8:54 p.m.

IX. MISCELLANEOUS (continued)

| Motion to send a letter of demand to the former Business Manager (Patrick Sheehan) for the return of all Municipal Band documents, files, and digital information. | | | | |
|---|------------------------|------------|-------------|--------------------|
| 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 8:55 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, April 9, 2018 at 6:00 p.m. in the City Council Chambers
1st floor of 212 Third Avenue, Sterling, IL. 61081**