

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 <b>Gonzalo S. Reyes</b>	P		
Band Commissioner <b>Alex Segneri</b>	A		
Band Commissioner <b>R. Allen Lee</b>	P		
Band Commissioner <b>Amy Boze</b>	A		
Band Commissioner <b>Kevin O'Keefe</b>	P		
Conductor <b>Jon P. James</b>	P		
Travel Manager <b>Cathy L. James</b>	P		
Business Manager <b>Paul Ausman</b>	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>
<b>three (3) commissioners present</b>				

**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>
<b>Motion Carried</b>				

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 25<sup>th</sup> 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.

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

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

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

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

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

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

<b>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.</b>				
<b>Reyes</b>	<b>Segneri</b>	<b>Lee</b>	<b>Boze</b>	<b>O'Keefe</b>
		<i>motion seconded</i>		<i>motion made</i>
<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
<b>Motion Carried</b>				

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.

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

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**

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

The commission entered into Executive Session at 7:30 p.m.

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

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

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

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

**Executive Session Minutes- August 14th 2017**

The executive meeting was called into session at 8:15 pm.

Present were Amy Boze, Allen Lee, Kevin O'Keefe, and Gonzalo Reyes

Commissioner Reyes brought up the evaluation of administrative staff, the need to review the job descriptions, and previous evaluations. An open review of previously noted strengths and weaknesses of each administrator was discussed among the commissioners.

Commissioner Lee brought up the topic of the eightieth anniversary founding of the municipal band and the need to begin planning events including creating contracts for various pre-concert performers.

The Commission returned to open session at 8:45 pm.

**Executive Session Minutes- September 11th 2017**

The executive meeting was called into session at 7:50 pm.

Present were Amy Boze, Allen Lee, Kevin O'Keefe, Gonzalo Reyes, and AJ Signeri

The commission entered into executive session to complete the evaluative process of the administrative staff members: Jon James, Patrick Sheehan, and Cathy James.

Since this was the first experience with the evaluative process for Commissioners Boze and Signeri, the commission reviewed the evaluation assessments. In doing so the commission also reviewed job descriptions, previous quarterly assessments, and the process itself.

The Commission returned to open session at 8:20 pm.

**X. HIRING/TERMINATION**

No actions taken

**XI. ADJOURNMENT**

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

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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