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## STERLING MUNICIPAL BAND

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Post Office Box 991 Sterling, Illinois 61081

[www.sterling-il.gov/band.cfm](http://www.sterling-il.gov/band.cfm)

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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday February 13, 2017

The Regular Meeting of the Sterling Band Commission was held Conference Room 104, 1<sup>st</sup> floor of 212 Third Avenue, at 5:30pm on Monday February 13, 2017

**REGULAR MEMBERS PRESENT:** Dianne Ausman (chair),  
Allen Lee, Gonzalo Reyes

**REGULAR MEMBERS ABSENT:** Kevin O'keefe

**ADMINISTRATIVE MEMBERS PRESENT:** Jon James (Director)  
Cathy James (Travel Manager)  
Patrick Sheehan (Business & Personnel Manager)

**ADMINISTRATIVE MEMBERS ABSENT:** [none]

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### I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:35 p.m. An attendance roll call was taken:

<b>attendance roll call</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
<i>(present)</i>	<i>present</i>	<i>[absent]</i>		<i>present</i>
<b>chair &amp; two (2) commissioners present</b>				

## **II. CONSENSUS ITEMS**

A. The minutes from the January 9<sup>th</sup> Regular Meeting were discussed, and were approved pending revisions.

<b>motion to approve January 9<sup>th</sup> Regular Meeting minutes with revisions</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>	<i>[absent]</i>		<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

## **III. ADMINISTRATIVE BUSINESS**

### **A. Band Manager's Report:**

The January 2016 Business Manager Financial Summary was reviewed and discussed:

<b>motion to receive the January 2016 Business Manager reports:</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion made</i>	<i>[absent]</i>		<i>motion seconded</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

### **B. Travel Manager's Report:**

Mrs. James submitted her Winter Pops checklist; a list of her yearly tasks to accomplish in order to carry out the annual January event. The Spring Concert rehearsal schedule for Band members has been sent to members. Turnroth Sign Company has to complete new artwork on the sign in Central Park, and then Public Works will erect the correct sign. Mrs. James has been in touch with Ken & Harry Watters regarding their flight arrangements for the Spring Concert on April 26<sup>th</sup>. Christy Zepezauer (Woodlawn Arts Academy Director) felt that Centennial Auditorium would be a better venue for the soloists' clinic to be held as it will hold more audience members. The clinic will be held from 1 to 2 p.m. with a question & answer session following the clinic. Mrs. James also gave a preliminary list of guest soloists and conductors for the Summer 2017 season.

### **C. Band Director's Report:**

Mr. James has been researching literature for the Spring Concert, along with what the soloists would like to play. Rehearsals for the Spring Concert will begin on March 8<sup>th</sup>.

## **IV. Comment from the Public** (no public present)

## **V. Old Business**

### **A. Policy Handbook**

The clause that contains the "removal of a commissioner" must be removed, as the Commission does not have the authority to do so. This will be edited by the next meeting.

### **B. Rock River Jazz Band travel**

This topic ties into the Policy Handbook agenda item, and must be resolved in order to be inserted into the Policy Handbook itself. Tabled until the next meeting.

### **C. Order of Motions**

[tabled to the next meeting]

## **VI. New Business**

### **A. Budget**

Financial Director Cindy von Holten has advised Mr. Sheehan that some accounts have been overspent. The amended budget is due to be in her office by the end of February.

### **B. Winter Pops Concert preparation rubric / checklist**

Commissioner Reyes suggested to add a "review" section at the end of this document for yearly assessment purposes.

### **C. Spring Concert publicity & advertising**

Concert date / venue and clinic information is able to be released to the press at any time. Venues and times are confirmed.

### **D. Calendar**

Mr. Sheehan reported that he will have a revised 2017 Calendar by next month, which will be able to be viewed in the Commission's DropBox account.

### **E. Agenda Posting**

Mr. Sheehan reiterated that he emails the final agenda to the City's front desk on the Friday before the meeting is to be held. By right, the staff at the city offices should print that agenda and post it on the appropriate corkboard, and should be immediately uploaded to the City website.

## **VII. Executive Session**

<b>motion to enter into Executive Session</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>	<i>[absent]</i>		<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

The Band Commission entered Executive Session at 6:40 p.m. to discuss personnel matters and to review past Executive Session minutes. The Administrative Members were dismissed from the meeting at that time.

<b>motion to exit into Executive Session, rejoin Open Session</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>	<i>[absent]</i>		<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

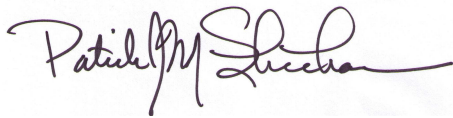
The Band Commission exited Executive Session and re-joined Open Session at 7:12 p.m.

**VIII: Adjournment**

<b>motion to adjourn meeting:</b>				
<b>Ausman</b>	<b>Lee</b>	<b>O'Keefe</b>		<b>Reyes</b>
	<i>motion seconded</i>	<i>[absent]</i>		<i>motion made</i>
<i>[[</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<b><i>motion carried</i></b>				

The meeting was adjourned at 7:12 p.m.

Minutes taken by Patrick Sheehan and are hereby submitted to the Clerk of City of Sterling.



**Business Manager, Sterling Municipal Band**

**Tuesday February 14, 2017**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday March 13, 2017 at 5:30pm in Conference Room 104  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday April 10, 2017  
Monday July 10, 2017  
Monday October 9, 2017*

*Monday May 8, 2017  
Monday August 14, 2017  
Monday November 13, 2017*

*Monday March 13, 2017  
Monday June 12, 2017  
Monday September 11, 2017  
Monday December 11, 2017*

