

Jon P. James, Conductor  
1-815-622-1681 (home)  
1-815-622-9425 (cell)  
[jonjames404@comcast.net](mailto:jonjames404@comcast.net)



Patrick Sheehan, Business Manager  
1-815-973-2317 (cell)  
[psheehan@sterling-il.gov](mailto:psheehan@sterling-il.gov)

---

# STERLING MUNICIPAL BAND

---

Post Office Box 991 Sterling, Illinois 61081  
[www.sterling-il.gov/band.cfm](http://www.sterling-il.gov/band.cfm)

&

## CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday March 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 March 13, 2017

**REGULAR MEMBERS PRESENT:** Dianne Ausman (chair),  
Allen Lee, Kevin O'Keefe, Gonzalo Reyes

**REGULAR MEMBERS ABSENT:** [none]

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

**ADMINISTRATIVE MEMBERS ABSENT:** [none]

~\*~

### I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:36 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>present</i>		<i>present</i>
<b>chair &amp; three (3) commissioners present</b>				

## **II. CONSENSUS ITEMS**

A. The minutes from the February 13<sup>th</sup> Regular Meeting were discussed, and were approved pending revisions.

<b>motion to approve February 13<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>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 received.

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

Commissioner Reyes suggested that a personal card should be sent to a representative of the family of Helen Conway, thanking them for donating to the Band through her memorial.

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

Mrs. James updated the Commission that Mr. Harry Watters has his flight arrangements made, however Mr. Ken Watters has not.

For Summer 2017: Ms. Shondra Helman is staying with family, and has no need for hotel reservations. Her soloist fee will be inbetween \$300-400. Colonel Bonner has not set his program choices yet. Colonel Palmeiter has some preliminary ideas for his program at this time, and one of the pieces we will have to purchase. Peg Cornils does not have her choices set at this time.

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

Mr. James stated that the first rehearsal for the Spring Concert went well. There are several pieces where the Band will accompany Harry & Ken Watters. Mr. James has ordered new cymbals for the percussion equipment set, which should be delivered by next week.

## **IV. Comment from the Public**

(no public present)

## **V. Old Business**

### **A. 2017-2018 Budget**

Commissioner Lee stated that at a March 6<sup>th</sup> Budget Meeting, the Municipal Band was rebuked for not submitting a budget, and was nearly denied funding for next fiscal year. Mr. Sheehan submitted to versions of the 2017-2018 budget to Finance Director Cindy Von Holten. The amended 2016-2017 budget was sent on February 24<sup>th</sup>, and the requested 2017-2018 budget sent on February 28<sup>th</sup>. There is a possibility that his sent e-mails did not reach Mrs. Von Holten in time, as he has had issues with his Gmail address sending documents to the City staff since January 1<sup>st</sup>; there is a strict policy department firewall and messages have been delayed 24 to 48 hours. He will ask the Informational Technology Officer for a City of Sterling email address to alleviate the issue. Mr. Sheehan will confer with Mrs. Von Holten to see if any further action is needed for the 2017-2018 budget.

### **B. Policy Handbook**

[tabled to the next meeting]

### **C. Rock River Jazz Band**

After discussion, it was decided that the Rock River Jazz Band would be privately contracted to play at Grandon Civic Center. Mr. & Mrs. James need to discuss the matter between themselves, and will present a final answer at the next meeting.

### **D. Spring Concert Publicity**

Commissioner Lee advised Mrs. James that her advertisements and [newspaper] press releases were not written in proper Associated Press style. Mr. Lee directed Mrs. James to have him approve each press release before it is sent to the press for publication.

### **E. Posting of Agendas & Minutes**

As the former calendar dictated, sending a final agenda to the City offices on the Friday before the meeting is too late, and does not follow the Open Meetings Act. The calendar will be altered so that the final agendas will be posted on the Wednesday before the meeting / three business days before the meeting.

## **VI. New Business**

### **A. Graphic Identity**

Commissioner Lee passed around a draft of an image of the proposed new logo for the City of Sterling, along with a draft of the same logo altered to include the "Music Under the Stars" imagery. The final logo has not been fully designed or approved, but Mr. Lee wanted the Commission and Staff to see what the working item looked like.

## **VII. Miscellaneous**

[none]

**VIII. 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 made</i>	<i>motion seconded</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 6:51 p.m. to discuss Administration Staff reviews. 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>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 8:56 p.m.

**IX. Personnel: Staff Review / Staff Status Determination**

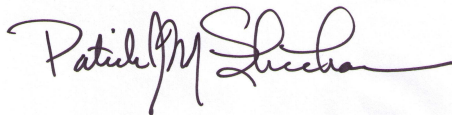
[occurred in Executive Session]

**X: 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>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 8:57 p.m.

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



**Business Manager, Sterling Municipal Band**

**Tuesday March 14, 2017**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday April 10, 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 May 8, 2017*                      *Monday June 12, 2017*  
*Monday July 10, 2017*                      *Monday August 14, 2017*                      *Monday September 11, 2017*  
*Monday October 9, 2017*                      *Monday November 13, 2017*                      *Monday December 11, 2017*  
 ~~~~~