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## STERLING MUNICIPAL BAND

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### CITY OF STERLING

Regular Band Commission Meeting Minutes (revised edition)  
Monday April 10, 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 April 10, 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]

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### I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:29 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 March 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 March 2016 Business Manager Financial Summary was reviewed and received.

<b>motion to receive the March 2016 Business Manager reports:</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>				

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

Mrs. James reported the total fees for both soloists, Mr. Harry Watters & Mr. Ken Watters. Their total fees included their guest-soloist fee, per diems, mileage, baggage fees, and airport parking fees. Limousine fees and hotel costs will be added on top of the figures she announced. Commissioner O'Keefe mentioned that Sterling High School students have a half day on the day of the Watters brother's clinic, and that if students attend, they will have to provide their own transportation to return to the high school. Commissioner Lee added that an advertisement will run later this week for the Spring Concert. In relation, Commissioner Reyes suggested to keep an archive of past flyers & advertisements to collect and add to the Policy Handbook. Mrs. James brought a draft of the thank-you letter for the Conway family. She will make corrections to this letter and the entire Band Commission will add their signatures at the next meeting.

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

Mr. James stated that rehearsals are going well, yet attendance is spotty (and understood), as this is musical season, and several teachers and students are pre-occupied playing musicals at their respective schools.

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

Mrs. Amy Boze, percussionist with the Municipal Band, attended the meeting to observe.

## **V. Old Business**

### **A. Policy Handbook**

Commissioner Reyes had sent the current version of the document to Commissioner Lee; Mr. Reyes' goal was to have this document finished by April (this month). Mr. Lee will place the document in DropBox. As of now, the document simply explains the types of meetings, quorum, liquidation of assets (if need be). Mr. Reyes asked everyone to take a look at the document and to bring suggestions at next month's meeting.

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

After discussion, the simplest solution in regard to liability is to change the name of the ensemble to the "Sterling Municipal Jazz Band"; this will negate any major changes with payroll, liability issues, etc. Commissioner Reyes will consult with the City Attorney to make sure this change would suffice for the Commission's needs.

### **C. Graphic Identity**

Commissioner Lee displayed an updated version of the to-be "Music Under the Stars" logo. After discussion, a secondary logo with the "Grandon Civic Center" labeling for the bandshell was requested by some for program-printing purposes only. Ideas were discussed regarding new polo shirts in regard to logo printing, fabric, color, and printer (manufacturer). All of this must be decided at the next meeting, as new shirts must be made for this Summer season.

## **VI. New Business**

### **A. copy machine issue**

Mrs. James announced that this issue is no longer valid; no discussion took place.

## **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>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 6:43 p.m. to review Executive Session minutes from October 2016.

<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 6:48 p.m.

## **VIII. Miscellaneous**

