

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



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

STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081

www.sterling-il.gov/band.cfm

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CITY OF STERLING

Band Commission Meeting Minutes

date: Monday May 8, 2017

meeting commencement: 5:38 p.m.

meeting adjournment: 8:32 p.m.

commissioners & staff		other attendees	
Commission Chair Dianne Ausman	p		
Band Commissioner Amy Boze	p		
Band Commissioner R. Allen Lee	p		
Band Commissioner Kevin O'Keefe	p		
Band Commissioner S. Gonzalo Reyes	p		
Conductor Jon P. James	p		
Business & Personnel Manager Patrick Sheehan	p		
Travel Manager & Librarian Cathy L. James	p		

I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:38 p.m. An attendance roll call was taken:

attendance roll call				
Ausman	Boze	Lee	O'Keefe	Reyes
<i>(present)</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>
chair & four (4) commissioners present				

II. CONSENSUS ITEMS

A. The minutes from the April 10th Band Commission Meeting were discussed, and were approved pending revisions.

motion to approve April 10 th Band Commission Meeting minutes with revisions				
Ausman	Boze	Lee	O'Keefe	Reyes
			<i>motion made</i>	<i>motion seconded</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
motion carried				

III. ADMINISTRATIVE BUSINESS

A. Band Manager Report

The April 2016 Business Manager Financial Summary was reviewed and received.

motion to receive the April 2017 Business Manager Report:				
Ausman	Boze	Lee	O'Keefe	Reyes
		<i>motion seconded</i>	<i>motion made</i>	
<i>[]</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
motion carried				

B. Travel Manager Report

Mrs. James is focusing on Summer guest conductors, gathering their music selections (for duplication and / or purchase). She is collecting travel arrangements as they are sent to her from the artists.

C. Band Director Report

Mr. James said he “had a blast” at the Spring Concert; he could not have asked for the concert to go any better. He has received a lot of positive feedback from members of the community.

IV. Comment from the Public

{no citizens present}

V. Old Business

A. Policy Handbook

Commissioner Reyes sent his working document to Commissioner Lee, who made edits. Mr. Lee had open questions for Mr. Reyes, which they discussed in front of the Commission. Mr. Reyes read the updated sections allowed, and discussion and tailored editing followed. The document will continue to be edited and a formal first reading will be held at the next meeting.

B. graphic identity update

The requested second logo (with “Grandon Civic Center” on the illustrated bandshell) has not been completed yet. The new logo design is tabled until the next meeting. One logo will be used for the polo shirts, and the other for the programs, which also contains “Music Under the Stars” at the bottom.

motion to accept new logo as the “standard logo” for the Sterling Municipal Band:				
Ausman	Boze	Lee	O’Keefe	Reyes
		<i>motion made</i>	<i>motion seconded</i>	
<i>[]</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

C. new Band polo shirts

Commissioner Lee is in contact with Land’s End who has a wider variety than local monogram companies. A polyester-based shirt is the current choice. The shirt is longer-lasting than a general knit cotton shirt. With monogramming, the cost will be \$30 per shirt. Land’s End has a “free logo promotion” deal happening at the present, which Mr. Lee will try to secure. The Band will need 100 shirts at the first purchase.

motion to approve new blue uniform shirt with white embroidered logo:				
Ausman	Boze	Lee	O’Keefe	Reyes
	<i>motion seconded</i>			<i>motion made</i>
<i>[]</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

D. jazz band nomenclature & organization

Commissioner Reyes read his emails to and from the City Attorney regarding the jazz band’s nomenclature and regard to its performances at Grandon Civic Center. After discussion, Mr. Reyes will compose a letter of understanding regarding the [nomenclature] alteration and provisions that will be attached to the jazz band’s name, payroll, and general operation through the City of Sterling. The ensemble will now be known as the “Sterling Municipal Jazz Band”.

VI. New Business

A. review & rubric of Spring Concert

Mrs. James distributed her list of preparations (rubric) for the annual Spring Concert. The only change during discussion was in regard to the amount of programs to produce; a reduction to 350 from 500.

B. review of Jupiter clinic, notification and rubric

Commissioner Reyes asked Mrs. James to separate these items and place them in different documents for the policy handbook.

C. purchase of new suspended cymbal

Mr. James asked for this item to be tabled to the next meeting, as the percussion section leader had just given him the information about the purchase.

D. meeting time change

The consensus of the Commission members was to change the monthly meeting time to 6:00 from 5:30.

motion to accept new logo as the "standard logo" for the Sterling Municipal Band:				
Ausman	Boze	Lee	O'Keefe	Reyes
	<i>motion seconded</i>		<i>motion made</i>	
<i>[]</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>	<i>ay</i>
<i>motion carried</i>				

E. written monthly reports by Administration

Commissioner Reyes asked the Administration to submit a brief report every month describing their communications, developments, etc. for record's sake. The reports will be collected and kept by the Business Manager. This will not be required or go into effect until the by-laws are formally completed.

F. Kids Koncert 2017 / children's music event

This concert is set for July 19th. Mr. James purchased several new pieces at Midwest for this concert. Mr. James will also contact a representative from Griggs Music (Davenport, IA) about the possibility for setting up an "instrument petting zoo" on the same evening.

G. 2017 guest soloist / guest conductor clinics

In order for guest soloists or guest conductors to hold a clinic, a venue needs to be secured, which is difficult to confirm during the Summer. The guest's willingness to present a clinic is also entirely their decision. Students and teachers are out of session during the Summer, which does not lend well to word-of-mouth advertisement and / or attendance.

H. Commissioner's photos on website

After discussion, it was decided that a group shot of the Commissioners and a group photo of the Administration will be posted on the webpage.

I. suggestions on nominations for succeeding Band Commission chair

Sr. Philomene Reiland is still interested to serve on the Band Commission. Commissioner Lee will be in touch with the Chamber of Commerce to include an individual who has business and or law expertise.

J. caretta assignments for Summer 2017

- June 7: Mr. Reyes
- June 14: Mr. O'Keefe
- June 21: Mrs. Ausman
- June 28: Mr. Lee
- July 5 (July 4th concert): Mr. Lee & Mr. Reyes; audience survey will be distributed.
- July 12: Mrs. Ausman
- July 19: Mrs. Ausman
- July 26: Mr. O'Keefe
- August 2: Mr. Lee & Mr. Reyes; secondary audience survey will be distributed.
- August 9: (new commission chair)

VII. Executive Session

motion to enter into Executive Session

The Band Commission entered Executive Session at 7:35 p.m. to discuss quarterly evaluations of the Administration.

motion to exit into Executive Session, rejoin Open Session

The Band Commission exited Executive Session and re-joined Open Session at 8:30 p.m.

VIII. Miscellaneous

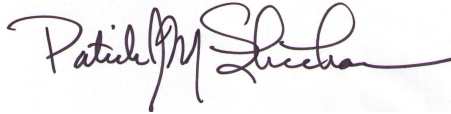
[none]

IX: Adjournment

motion to adjourn meeting:				
Ausman	Boze	Lee	O'Keefe	Reyes

The meeting was adjourned at 8:30

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



Business Manager, Sterling Municipal Band

Tuesday May 9, 2017

**the next regular meeting of the Sterling Municipal Band Commission will be
Monday June 12, 2017 at 5:30pm in the Council Chambers
– 1st Floor of 212 Third Avenue, Sterling, IL 61081**

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

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

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

