



Jon P. James, Conductor
 1-815-622-1681 (home) 1-815-499-9425 (mobile)
 jonjames404@comcast.net

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

Cathy L. James, Travel Manager & Librarian
 1-815-622-1681 (home) 1-815-499-9426 (mobile)
 cathyjames76@yahoo.com

Post Office Box 991 Sterling, Illinois 61081
<http://www.sterling-il.gov/band.cfm> <http://www.sterlingmunicipalband.com>

&
CITY OF STERLING

Band Commission Meeting Minutes

date: Monday June 12, 2017 **meeting commencement:** 5:30 p.m. **meeting adjournment:** 7:34 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 5:30 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 May 8th Band Commission Meeting were discussed, and were received.

motion to approve April 10th Band Commission Meeting minutes with revisions				
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				

III. ADMINISTRATIVE BUSINESS

A. Band Manager Report

The May 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				

Mr. Sheehan explained about a discrepancy with a donation from the Paul W. Dillon Foundation Fund, which was a "duplicate" of the annual Sterling / Rock Falls Community Trust grant. Mr. Sheehan contacted Pete Dillon to discuss a return, which Mr. Dillon did not wish to follow through with.

Commissioner Reyes stated that he would like his donation to be listed as part of the Helen Conway Memorial.

B. Travel Manager Report

Mr. Sheehan read Mrs. James' Travel Manager Report aloud:

- 1: Had a meeting with Commissioner Lee regarding advertisements; they will continue to firm up details regarding contacts, templates and time frames.
- 2: Assembled folders for pre-Summer rehearsals.
- 3: Ordered music needed for Summer 2017 guest conductors.
- 4: Responded to calls and emails from Band members, guest conductors and potential players.
- 5: Researched substitute players (should the need arise).
- 6: Gathered and assembled pay paperwork for Gary Aiken and Shandra Helman.
- 7: Secured Colonel Bonner's music selections and pay paperwork.
- 8: Arranging a golfing date for Colonel Bonner.
- 9: Completed first Summer 2017 program with new logo and sent to SBM for printing.
- 10: Added new logo to Summer tri-fold.
- 11: Awaiting Jazz Band decision so the tri-fold, programs, advertising, etc. can be completed.
- 12: Started program for second concert (June 14th)
- 13: Assembling the music for the first and second Jazz Band rehearsals, finding players, and waiting to complete Jazz Band program.
- 14: Researching Bill Peterson's music (two pieces missing from library).

C. Band Director Report

Mr. James said he was personally glad that he physically made it through the first concert, due to a spell of temporary poor health.

IV. Comment from the Public

{no citizens present}

V. Old Business

A. Policy Handbook

Commissioner Reyes read portions of the latest document aloud. Minor changes to verbage were suggested. The document will continue to be updated until formal review & acceptance.

Commissioner Reyes also asked Mr. James to write a summary of each concert (what went well, what did not go well, what is fine the way it is, etc.). These summaries will be reviewed during the Band Director evaluation points.

B. graphic identity update / programs logo

Commissioner Lee presented the finalized versions of the new Sterling Municipal Band logo, one that included "Grandon Civic Center" in the clipart arcs and one that did not.

motion to accept new logo (sans "Grandon Civic Center" 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>nay</i>	<i>ay</i>
<i>motion carried</i>				

C. Sterling Municipal Jazz Band (in conjunction with VI-C)

Mayor Lee had concerns of the Jazz Band being an "arm" of the Municipal Band due to liability and contractual purposes. Payroll through the City of Sterling was also a concern. After discussion, the "Rock River Jazz Band" will carry such a moniker and a contract will be drawn up by Mrs. James and sent to the City. The formal separation took place at this meeting, on the condition of a waiver that the Jazz Band members will be paid through the City for the June 17th and July 1st concerts.

motion to separate the Rock River Jazz Band as a separate entity from 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>				

D. Kids Koncert

Mrs. James stated that Griggs Music (of Davenport, Iowa) will provide employee presence for / at an instrument petting zoo. Those employees will set up tables of instruments at 5:00 p.m. Mr. Sheehan is to start plugging this event at the July 5th concert. Also, for ages 8-13, there will be two raffles conducted: one to conduct the Band during a march, and another to have a number of children sit among the Band as they play. The winners will be pulled and announced before the downbeat of the concert (between 6:30 and 7:30 p.m.).

E. new polo shirt update

Commissioner Lee displayed the prototype of the new polo shirt. After discussion, the “cosmic blue” color was chosen. Mr. Sheehan has already collected individual sizes through email, but a follow-up sizing “checkoff” form will need to be filled out by each Band member (for men’s and women’s sizes respectively). Mrs. James will generate the form and pass it out at rehearsal on Tuesday June 13th. Mr. Sheehan will collect all of the information, forward it to Mrs. James, who will forward it to Mr. Lee who will submit the order.

F. suggested names for Band Commission Chair successor

No new names or leads have emerged. An “acting chair” will preside over meetings until a new chairperson is found and appointed.

G. meeting time change

The Band Commission will now begin their meetings at 6:00 p.m. Mr. Sheehan explained about key control at the Coliseum. A key will be left at the police dispatch desk which will open the glass lobby doors, and the Commission will hold its meetings in the Council Chambers, not in the side conference rooms.

VI. New Business

A. purchase of suspended cymbal

Mr. James reported that the choice of cymbal costs around \$300.00, with a \$60.00 stand to go with it.

motion to purchase new suspended cymbal and stand:				
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>				

B. decision-making & notification process for inclement weather

Local radio announcements are not an option; local radio is on automation (no live hosts) for most of the day, with the exception of morning news briefs. Mr. James always wants to err on the side of caution. The best option is to cancel any concert no later than 6:30 p.m., which will also be posted on the “Sterling Municipal Band” page on Facebook, and our two websites.

C. Jazz Band concerns of Mayor

(see V-C.)

D. timpani head replacement

One of the heads of the Sterling High School timpani was accidentally broken a few seasons ago by a percussionist during rehearsal. After that point, the Band contacted the SHS Band Director to replace the head, but no action was taken. It is simple for us to order a 28-inch timpani head, and percussion section leader Matt Eaton can attach the head to the drum. The Commission approved the purchase of a new head not to exceed \$100.00

motion to purchase a new timpani head 28” in diameter.				
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>				

VIII. Miscellaneous

Commissioner & Staff photos will be taken at the next meeting.

The Band's library is currently housed inside Sterling High School behind a locked door. There are renovations and moves occurring in the music department which will then house the orchestra director & choir director's offices just outside the library room. There has already been a door installed for those offices, and Mr. James does not hold a key. Discussion took place on moving the Band's library to its own space in the future. Mrs. James stated that the SMB library once had its own space. This topic will be explored more in the future.

IX: Adjournment

motion to adjourn meeting:				
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>				

The meeting was adjourned at 7:34 p.m.

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



Business Manager, Sterling Municipal Band

Tuesday June 13, 2017

**the next regular meeting of the Sterling Municipal Band Commission will be
Monday July 10, 2017 at 6:00 p.m. 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 September 11, 2017
Monday December 11, 2017*