

STERLING MUNICIPAL BAND
 Post Office Box 994
 Sterling, Illinois 61081
<http://sterling-il.gov/band.cfm>

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

&
CITY OF STERLING

Band Commission Meeting Minutes

date: Monday August 14, 2017 **meeting commencement:** 6:08 p.m. **meeting adjournment:** 9:10 p.m.

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

I. CALL TO ORDER

Chairman Reyes called the meeting to order at 6:08 p.m. An attendance roll call was taken:

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

II. APPROVAL OF MINUTES

A. The minutes from the July 10th Commission Meeting were discussed, and were received.

motion to receive the July 10 th Band Commission Meeting minutes with revisions				
Boze	Lee	O'Keefe	Reyes	Segneri
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<i>motion carried</i>				

III. ADMINISTRATIVE BUSINESS

A. Band / Personnel Manager Report

The July 2017 Business Manager Financial Summary was reviewed and received.

motion to receive the June 2017 Business Manager Report:				
Boze	Lee	O'Keefe	Reyes	Segneri
	<i>motion seconded</i>	<i>motion made</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<i>motion carried</i>				

B. Travel / Publicity Manager Report

Mrs. James' report as read aloud was accepted by the Commission.

C. Band Director Report

Mr. James' report as read aloud was accepted by the Commission.

IV. Comment from the Public

{no citizens present}

V. Old Business

A. Kids Konzert review

All children and other concertgoers seemed to enjoy this event. The sidewalk chalk, blow-bubbles and face-painting were positively received. All agreed that adding more presences like the aforementioned would be even better. Discussion on holding the ticket drawings later in the evening took place. Also, discussion took place on whether Woodlawn Arts Academy be interested in participating next year.

B. timpani head replacement

The timpani head was delivered, but was the wrong size. The correct size has arrived and it will be placed on the instrument by a professional percussionist. The invoice will be sent to Mr. Sheehan.

C. Summer 2017 audience survey results

Commissioner Lee’s main concern is age groups. The majority of the Band’s audience is over 70. However, he made contact with younger people in the audience that attended concerts later in the season. The majority of the audience gets their information about our events from the Gazette and from radio, however more people are seeing the signage around town. Facebook page views are increasing. Also, a plan will be discussed in the future for Band members (and friends of...) can post information to spread the word on social media.

D. graphic standards & communications

Commissioner Lee is developing a communications plan in regard to the social media statistics stated in V-C. All of the Band’s documents need to appear the same in publication.

E. bylaw corrections & reading

Chairperson Reyes will include Commissioner Boze’s edits, and will have the document ready to read at the September meeting.

F. review weather cancellation policy

Chairperson Reyes stressed that to cancel a concert, audience safety is of primary concern. Commissioner O’Keefe added that a concert must be canceled by 6:30. If there is any chance of inclement weather and / or cancellation, Mr. James and Mr. Reyes must communicate via phone before 6:30 p.m. Commissioner Segneri mentioned GroupMe as a possibility for communications.

G. reading of July 13th special meeting minutes

Chairperson Reyes read these minutes.

motion to receive the July 13th Special Meeting minutes:				
Boze	Lee	O’Keefe	Reyes	Segneri
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<i>motion carried</i>				

Commissioner O’Keefe mentioned that 2/3 of the Commission needs to be present in order to have a quorum. Also, 2/3 of that quorum is needed to pass any motions. The second motion made at the July 13th was null and void. Mr. O’Keefe suggested to not approve these minutes because of that fact. Mr. Segneri motioned to table this item for the future.

VI. New Business

A. program advertisement

tabled to next meeting

B. 2017 Summer Season review & wrap-up

Chairperson Reyes felt that that Band sounded much stronger this year than in the past. The audience liked what they heard and saw. Commissioner O'Keefe agreed.

C. music library inventory

Mrs. James reported that sheet music belonging to the Band and the SHS Band (at Sterling High School) is somewhat disorganized as to when she saw the storage room last. Organization and cleanliness has improved, but more needs to be done. Band Director Mike McCoy has Service Learning students sort out and re-shelf the music.

D. music library storage

Commissioner O'Keefe will contact SHS Principal Jason Austin to write an agreement which states that Mr. James could have keys / access to the music wing and music library storage room.

E. planning of special events for Summer 2018 concert season

The general consensus is that since the Band had such a good 2017 season, that we should expand in 2018. The Kids Koncert is a positive turnout. Chairperson Reyes suggested to contact a mariachi band. Mrs. James mentioned a gentleman who performs "organized pyrotechnics" (fireworks).

F. changing name & logo on signage

Chairperson Reyes wishes to have the Band's new logo on the Central Park sign. Turnroth Sign Company can accomplish this. Proofs of all signage will be present at the next meeting.

G. Big John cleaning schedule

Chairperson Reyes mentioned the condition and cleanliness of the Big John this past Summer. Mr. Sheehan will contact Janna Groharing at Sterling Main Street for answers on its cleaning schedule.

H. website information & postings

Teri Sathoff in the Police Department is the person responsible for posting on the Band's webpage on the City website. Chairperson Reyes mentioned that it is only a concern at this point, but that the Band's webpage needs to mimick what the City's main website does as far as postings.

I. hierarchy of motion for September 2017 meeting

tabled until September meeting.

J. use of digital media

There are several Facebook pages that are in existence, and plans will go ahead to whittle numerous pages into one main page, so that our audience will only go to one place online.

K. Executive Sessions due for review

January 2017, February 2017, and March 2017 Executive Sessions are due to be reviewed in September.

L. Grandon contracts

These contracts need to be reviewed and be clarified to the City staff. When a contract for Grandon Civic Center is approved by City staff, the contract is forwarded to Mr. James & Mr. Sheehan. Mr. James' concerns still stand: who has keys to the storage rooms; percussion instruments are not to be used as "tables" or resting spaces.

M. Grandon amenity supplies

Mrs. James stated that she has personally had to buy toilet paper for the bathrooms at the bandshell. Public Works should be regularly cleaning and stocking the bathrooms over the Summer because of the shell's heavy use. Mrs. James will contact Public Works regarding this, and about the condition of lampposts as well.

VII. Executive Session

motion to enter into Executive Session:				
Boze	Lee	O'Keefe	Reyes	Segneri
	<i>motion made</i>	<i>motion seconded</i>		
<i>ay</i>	<i>ay</i>	<i>ay</i>		<i>ay</i>
<i>motion carried</i>				

The Commission entered into Executive Session at 8:24 p.m. The Administrative Staff left the building.

A. personnel & finance

VIII. Miscellaneous (Commission only, no Administration)

The Commission exited Executive Session at 8:45 p.m.

- The new Band polo shirts were discussed. Several Band members preferred the first (lighter) fabric than the re-made shirts. Commissioner Lee will discuss matters further with Land's End and see if it is possible to have fabric options for the Band members in the future.

- Commissioner O'Keefe suggested some changes he would like to see to our agenda. A "consensus" item is inaccurate with the style of meetings that we hold. The Administrative Staff reports are to be "dropboxed" ahead of time to be read and to be accepted without discussion. If any Commissioner has questions about a particular report, the report would be pulled out of "Administrative Business" and would be discussed.

- Commissioner Segneri added that a time limit for each section of the agenda would help keep the meetings more productive.

IX: Adjournment

motion to adjourn meeting:				
Boze	Lee	O'Keefe	Reyes	Segneri
<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 9:10 p.m.

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



Business Manager, Sterling Municipal Band

Tuesday August 15, 2017

**the next regular meeting of the Sterling Municipal Band Commission will be
Monday September 11, 2017 at 6:00 p.m. in the Council Chambers
- 1st Floor of 212 Third Avenue, Sterling, IL 61081**

Monday October 9, 2017

Monday November 13, 2017

*Monday September 11, 2017
Monday December 11, 2017*