

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

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**&  
 CITY OF STERLING**

**Band Commission Meeting Minutes**

**date:** Monday September 11, 2017    **meeting commencement:** 6:06 p.m.    **meeting adjournment:** 8:30 p.m.

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

**I. CALL TO ORDER**

Chairman Reyes called the meeting to order at 6:06 p.m. An attendance roll call was taken:

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

**II. APPROVAL OF MINUTES**

A. The minutes from the August 14<sup>th</sup> Commission Meeting were discussed, and were received pending amendments.

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

**III. ADMINISTRATIVE BUSINESS**

**A. Band / Personnel Manager Report**

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

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

**B. Travel / Publicity Manager Report**

(see Administrative Report in DropBox)

**C. Band Director Report**

(see Administrative Report in DropBox)

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

{no citizens present}

#### **V. Old Business**

##### **A. graphic standards & identity**

Commissioner Lee is in the process of formulating a graphic standards packet for Commission & Administrative use. Helvetica font will be the norm of what is used on all documentation. Mr. Lee will send the new letterhead to Mr. Sheehan.

##### **B. music inventory (touch count)**

The Commission found Mrs. James' documentation to be satisfactory, but a rental contract / signout system needs to be created. Mr. Sheehan will formulate a template in the next few months.

##### **C. music storage**

Commissioner Segneri asked if there is an insurance policy protecting the Band's sheet music (in the event of fire or other catastrophe). A contract between Sterling High School and the Band Commission was signed several years ago and is automatically renewed; Commissioner O'Keefe will find a draft copy of this contract for review. Also, Mr. Reyes will secure a copy of the contract from Superintendent Tad Everett of what the terms are at this time. At this meeting, Commissioner O'Keefe gave Mr. James the dimple key to Sterling High School Door #18, for access into the music wing. A bandroom key was also given to Mr. James, who is now responsible for both keys. The keys came directly from Principal Jason Austin.

##### **D. review of bylaws**

Mr. Reyes will make the necessary changes given to him from Commissioners Boze and Lee. After that, he will send the document to Mayor Lee's office, who will make any final edits, and it will be returned to Mr. Reyes. A final review by the Band Commission will then take place.

##### **E. Big John service schedule**

Mrs. Groharing at Main Street told Mr. Sheehan that the handicapped unit was cleaned once a week, on Mondays. A handicapped unit with an electric light inside is not available for rental. Mrs. Groharing / Mr. Sheehan will see if the unit can be serviced more than one time per week for next season.

#### **VI. New Business**

##### **A. review & documentation of weather cancellation policy**

tabled to next meeting

##### **B. digital media plan**

The City of Sterling app will be launched within the next 4-6 weeks. One of the Band Commissioners will have administrative access to the app. A page can be created for the Band, it can be maintained, etc. To reach the younger audience in our area, Twitter and Facebook will be utilized in the future. Commissioner Lee had posted 40 new pictures on one of the Band's Facebook pages, and 160 "likes" appeared within the first day. Younger demographics have proven to solely rely on social media; they do not read the newspaper. Commissioner Segneri mentioned that "post engagement" on Facebook is an aspect to pay special attention to, whereas "page views" are not so important. Mr. Segneri offered his help to Mr. Lee with the social media plan.

##### **C. band member survey**

Commissioner Lee needs an updated e-mail list from Mr. Sheehan to send a survey out via SurveyMonkey. Mr. Reyes wishes to have information collected before next month's meeting & evaluations.

##### **D. 80<sup>th</sup> Anniversary event planning**

An art exhibit from Linda Von Holten has been offered. Mr. Reyes suggested the presence of a mariachi band. Mr. O'Keefe mentioned the presence of the Barbershop Quartet. All anniversary events are to start promotion after January 1, 2018.

**E. payroll breakdown**

Commissioner Lee asked Mr. Sheehan for the payroll documents from July, August & September of this past Summer. Mr. Sheehan will forward these via email.

**F. modified agenda for October 2017 meeting**

Mr. Reyes suggested that only minutes are to be discussed, and Executive Session should happen immediately.

**G. written reports as part of consent agenda**

Commissioner O’Keefe summarized that all administrative reports are to be accepted by the Commission each month as one idea or submission. If any portion of an administrative report needs to be discussed, that item can be pulled out and put on the floor for discussion by a commissioner. Our agendas should have “II. Consent Agenda” listed, then “III. Administrative Business” should just contain the Business Manager’s report.

**H. discussion / agenda item time limits**

Commissioner Segneri’s main idea is to “keep it short” New business items (all included) should be limited to 30 minutes, Old Business should be limited to 45 minutes. Mr. Segneri offered his assistance to Mr. Reyes in regards of timing.

**Letter I. Assistance on City email delay**

Mr. Sheehan raised concerns on the delays with his City of Sterling e-mail account. Any emails sent between City e-mail addresses work well; anything outside of the sterling-il.gov domain (Gmail, Yahoo, Hotmail, etc.) causes a 48-hour delay or more. He asked for the Commission’s assistance on this matter to get any filters or roadblocks resolved. Commissioner Segneri offered his help on contacting the City’s internet technology department.

**J. 2018 goals**

The Band Commission’s bylaws state that the Commission must set goals for the coming year. At this time, the State of Illinois has rescinded a 2% revenue tax; the City of Sterling would face a \$300,000 to \$500,000 shortfall in the budget, which means the Band may lose \$10,000 out of its budget. Fundraising is a possibility. The 2018-2019 Fiscal Year planning process will begin in November. A pre-conceived plan by the Band Commission should be set in place; “what is essential? What is not?”

**VII. Executive Session**

<b>motion to enter into Executive Session:</b>				
<b>Boze</b>	<b>Lee</b>	<b>O’Keefe</b>	<b>Reyes</b>	<b>Segneri</b>
<b>motion carried</b>				

The Commission entered into Executive Session at 7:50 p.m. The Administrative Staff left the building.

**A. staff evaluation process**

**B. review of Executive Session from January, February & March 2017**

**VII. Miscellaneous**


A walk-around of the Grandon bandshell needs to take place, to inspect for repairs, etc. Are additional speakers needed? Are separate door locks needed? The walkthrough will take place before the October meeting (October 9<sup>th</sup>) at 5:15 p.m. The Band Commission should invite the City Manager to the November meeting to discuss future developments for the bandshell.

**IX: Adjournment**

<b>motion to adjourn meeting:</b>				
<b>Boze</b>	<b>Lee</b>	<b>O'Keefe</b>	<b>Reyes</b>	<b>Segneri</b>
<b><i>motion carried</i></b>				

The meeting was adjourned at 8:30 p.m.

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



**Business Manager, Sterling Municipal Band**

**Tuesday September 12, 2017**

**the next regular meeting of the Sterling Municipal Band Commission will be  
Monday October 9 at 6:00 p.m. in the Council Chambers  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday October 9, 2017*

*Monday November 13, 2017*

*Monday December 11, 2017*