

Minutes for the City of Sterling Municipal Band Commission

May 13, 2019

Commissioners:

Gonzalo S. Reyes – Chair

Alex Segneri – Vice Chair *absent*

Amy Boze – Secretary *absent*

Allen Lee – Treasurer

Kevin O’Keefe

Staff:

Annette Hackbarth – Director

Cheryl Neumann – Interim Director

Paul Ausman – Band Manager

Others in Attendance:

Students from local government class

I. CALL TO ORDER

A regular meeting of the Sterling Municipal Band Commission was held on 5/13/2019 at 6:05 p.m. in the City Council Chambers of City Hall, 212 Third Ave, Sterling, Il. 61081.

Commissioner Reyes called the meeting to order and attendance was taken showing three Commissioners were present.

II. ELECTION OF COMMISSION OFFICERS

This item was tabled until the next regular meeting so that all Commissioners could be present.

III. CONSENT ITEMS

Commissioner O’Keefe made a motion to approve the following consent items of the agenda:

SMB Commission Meeting 4/8/2019 minutes

SMB Band Manager’s report

SMB Interim Directors’ report

The Marketing Consultant Report was tabled until the next regular meeting. Commissioner Lee will contact Janna Groharing and let her know the Commission needs for a monthly report.

Commissioner Lee seconded the motion. The motion carried unanimously.

IV. FINANCIAL REPORT

Commissioner Lee went over the financial report for the previous month.

Personnel	Budget \$74,800.00	Actual \$57,014.16
Material and Services	Budget \$41,300.00	Actual \$37,132.84
Capital Expenses	Budget \$62,120.00	Actual \$37,631.22
Revenue	Budget \$107,120.00	Actual \$89,475.18

Commissioner O’Keefe made a motion to accept the financial report. Commissioner Lee seconded the motion which carried unanimously.

V. COMMENTS FROM THE PUBLIC

No members from the public elected to comment.

VI. OLD BUSINESS

Commissioner Lee was disappointed with the SMB ad that was in the latest issue of Value Chic. He felt that the ad got lost on the page, was not designed properly, and did not adhere to the continuity of graphic standards. A full-page ad will be considered in the future. Commissioner O’Keefe suggested that Commissioner Lee contacts Janna Groharing to discuss the ad and how future advertising should shape up.

Commissioner O’Keefe reminded us to make sure we refer to the band as the Sterling Municipal Band, not the Sterling Municipal Symphony Band in all communications and social media posts.

The website www.sterlingmunicipalband.com is not under the City’s control and should be considered a fan site when it is brought up in conversation. We should direct people to the Sterling Municipal Band Facebook page for current information on the band.

Annette is working with Janna on a Summer flyer which highlights what is planned for the 2019 Summer Season. The flyer will be included in the fundraising mailer.

Janna will be sending out a press release outlining the highlights of the 2019 Summer Season.

Commissioner Lee has written the fundraising letter. His goal is to have it sent by the end of the month of May. Commissioner O'Keefe would like to have follow up communication with people on the donor mailing list that have not yet donated this year.

Corporate sponsorship was discussed. Commissioner Reyes thought it was an underutilized area. Further discussion is warranted to help develop a strategy. Commissioner O'Keefe said we need to make sure we are contacting the correct person at each corporate location.

Commissioner Reyes asked if we wanted to create a SMB Foundation to be able to accept donations from places that only donate to not-for-profit organizations.

RC Smith had our billing address correct in one area, but an old address in another. It resulted in invoices being sent to the wrong address. All billing should go to the City Hall address of 212 Third Ave. Paul will follow up with RC Smith to correct the issue.

Commissioner Reyes went over the proposed changes to the by-laws which will be addressed at a future meeting.

Commissioner Lee went over the first reading of the updated job descriptions for Director, Band Manager, and Librarian. They will be examined further at the next regular meeting for approval.

All of the Summer pre-show entertainment has been set with the exception of 7/24. Commissioner Reyes passed out the scheduled groups with their respective contacts.

Annette will contact Janna regarding the updated pre-show start time of 6:20.

Annette has letters ready to go out to the Rock Falls American Legion, The Rock Falls VFW, and the Sterling American Legion inviting them to the Military Appreciation Night. She will include the flyer about the night, that Janna is making, for them to copy and hand out as well as hang up at their locations. Commissioner Reyes suggested sending a letter to the Latin American Social Club as well. Commissioner Lee will take one in to the Veteran Representative at the unemployment office. Cheryl will also hand out flyers to the Milledgeville Veteran locations. The Sterling American Legion will be asked to provide a color guard for the National Anthem. Two quality patriot bunting will be purchased for display on the front railings of the stage.

Grigg's has sent \$200 to sponsor Dr. Bough's clinic. Their logo will be put on the flyer as well. Al Moore (local Grigg's representative) will pass flyers out at the schools he visits. Yamaha should also be able to sponsor the clinic with \$100 - \$150.

Annette discussed the desire to have a vocal soloist brought in for a fee of \$200. As well, Dr. Neal would like to bring a solo trombonist in for her concert for a fee of \$150. All three Commissioners are OK with both guest artists.

All four guest conductor programs have been set.

For the Kids Konzert Commissioner Reyes will contact the face painter, magician, and clown group. Annette will contact Griggs for the instrument petting zoo. We can also send out flyers to the local youth programs to promote it.

Commissioner Reyes would like to name an Associate Director in case of emergencies. Annette will create a plan of action and present it. She will also create a plan of action for inclement weather to present.

At this time, we do not have an announcer. Annette suggested we could even have two to share responsibilities.

Dr. Kreuger would like us to call prior to the beginning of each season to make sure we are still able to use his storage facility.

Paul has finalized the SMB contract for use.

Commissioner Lee reported that the polos have been ordered and will be arriving in a week. Eight of each size will be stocked, with 10 men's large and 10 men's xlarge.

VII. NEW BUSINESS

The annual meeting has been set for 6/24/2019 at 5:15 p.m.

Commissioner O'Keefe made a motion to approve roof repairs to GCC by Sterling Commercial Roofing not to exceed \$650.00. Commissioner Lee seconded the motion which carried unanimously.

Public Works suggested not putting a drop ceiling in the two side rooms at GCC since it is not a public space. They said we could just paint the tiles with Kilz, or rip all of the tile down and just have the concrete roof showing.

Commissioner Reyes was very pleased that Annette has set up tryouts for the local area high schools.

Annette will get quotes from Griggs for the purchase of Congas, a bass drum muffle, and a tambourine.

Commissioner O'Keefe made a motion to approve music purchases not to exceed \$900.00. Commissioner Lee seconded the motion which carried unanimously.

VIII. EXECUTIVE SESSION

The executive session was tabled.

IX. MISCELLANEOUS

No miscellaneous items were brought up.

X. ADJOURNMENT

Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Lee seconded the motion which carried unanimously and the meeting was adjourned at 8:43 p.m.

Minutes were taken by Band Manager Paul Ausman and submitted to the Clerk of the City of Sterling.

Paul Ausman

SMB Band Manager

**The next regular meeting of the Sterling Municipal Band Commission will be
Monday June 10, 2019 at 6:00 p.m. in the City Council Chambers
located on the first floor of City Hall, 212 Third Ave, Sterling, IL. 61081**