

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

City of Sterling

Band Commission Meeting Minutes

1/8/2018

Meeting commenced at 6:02 p.m. and adjourned at

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		
Travel Manager Cathy L. James	p		

I. CALL TO ORDER

Interim Chairman Reyes called the meeting to order at 6:06 p.m. Attendance roll call was taken showing:

Attendance roll call				
Boze	Lee	O'Keefe	Reyes	Segneri
<i>absent</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>present</i>
<i>Five (5) commissioners present</i>				

II. APPROVAL OF MINUTES

Motion to approve the Minutes from December 2017				
Boze	Lee	O'Keefe	Reyes	Segneri

		<i>Motion made</i>		<i>Motion seconded</i>
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
<i>Motion carried</i>				

Motion to approve the Minutes from November 2017				
Boze	Lee	O'Keefe	Reyes	Segneri
		<i>Motion seconded</i>		<i>Motion made</i>
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
<i>Motion carried</i>				

III. ADMINISTRATIVE BUSINESS

A. Business Manager Report

Commissioner Lee provided the business manager report including the financial report and purchase orders for the past month.

Motion to receive the Business Manager Report				
Boze	Lee	O'Keefe	Reyes	Segneri
<i>Motion seconded</i>		<i>Motion made</i>		
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>
<i>Motion carried</i>				

B. Travel Manager Report

Cathy James will provide a written report to the Commission by January 22nd.

C. Conductor Report

Jon James will provide a written report to the Commission by January 22nd.

IV. COMMENT FROM THE PUBLIC

(no citizens present)

V. OLD BUSINESS

A. Pops Concert Update

Jon James, conductor, mentioned that the concert went well. There were a couple of glitches but they did not take away from the overall performance of the band. Commissioner Lee continued that there were 216 people who came to watch the free concert. Cathy James mentioned that there were 116 people who reserved seats at tables and hour d'voures.

B. Repairs to Bandshell

Commissioner Reyes mentioned that he sent Scott Schumard, city manager, a list of repairs that we would like done to the bandshell. He also said that no one will be given a key to the rooms at the shell. The equipment in those rooms should not be disturbed.

C. Summer Concert Speakers

Cathy James said she is looking for speakers. Likes the ones used at Abiding Word Church.

D. Road Closings

Cathy James mentioned that she is waiting for confirmation on some Sterling Main Street dates from Janna Groharing.

E. By-Laws Update

Commissioner Reyes mentioned we will look at this at the next regular meeting.

F. Inter-agency Agreement

The Commission looked over the Inter-Agency agreement and decided to give a window of dates needed instead of specific dates to make it easier to use the contract from year to year. The Commission continued to look through the proposed agreement to see which changes need to be made. Background check discussion-

G. Business Manager Position

There is an applicant for the Business Manager position. Commissioners Boze, Lee, and Signeri will set up an interview to discuss the position with the applicant.

H. Advertising Position

Discussion on this will continue after the Business Manager position is filled.

I. 90th Anniversary Planning and Guest Performances

The Commission discussed ideas to celebrate the band's 90th anniversary including performances of local groups (HS drumlines, Barbershop chorus, Mariachi groups, etc.), landscaping around the bandshell, requesting articles in the newspaper, Ice Cream social, etc. Commissioners Reyes, O'Keefe, and Cathy James will find groups to perform during the summer.

J. Background Checks

VI. NEW BUSINESS

A. 2018 Budget

Commissioner Lee mentioned that he is continuing to work on the 2018 Budget. He will get together with Mrs. James to come up with an estimate on the cost of guest conductors and performers for the year. Mr. Lee will submit a working sheet of the Municipal Band budget request for review to the city and bring a copy of that to the next Commission meeting in February.

B. Mileage Policy

Commissioner Lee mentioned that there are members of the band that have not turned in mileage for rehearsals and the concerts. Chairman Reyes directed Mr. Lee to put together a draft of a mileage policy to bring to the next Commission meeting for review.

C. Nominations of Officers

Commissioner Reyes outlined the process for nominating and electing officers of the Commission. Amy Boze was nominated for Commission Secretary by herself. Gonzalo Reyes nominated Allen Lee for Commission Treasurer. Amy Boze nominated Kevin O'Keefe for Vice-Chair. Allen Lee nominated Alex Segneri for Vice-Chair. Allen Lee nominated Gonzalo Reyes for Chairman.

VII. MISCELLANEOUS

Commissioner Lee mentioned that the thank you cards sent to donors should be updated and revamped to reflect the current graphic identity of the band.

VIII. EXECUTIVE SESSION

Motion to enter into Executive Session				
Boze	Lee	O'Keefe	Reyes	Segneri
		<i>Motion seconded</i>		<i>Motion made</i>
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
<i>Motion carried</i>				

The Commission entered into Executive Session at 8:09 p.m.

A. Personnel

Motion to exit Executive Session				
Boze	Lee	O'Keefe	Reyes	Segneri
	<i>Motion made</i>	<i>Motion seconded</i>		
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
<i>Motion carried</i>				

The Commission left Executive Session at 8:29 p.m.

IX. ADJOURNMENT

Motioned to adjourn meeting				
Boze	Lee	O'Keefe	Reyes	Segneri
		<i>Motion made</i>		<i>Motion seconded</i>
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>	<i>Aye</i>
<i>Motion carried</i>				

The meeting was adjourned at 8:34 p.m.

Minutes taken by Kevin O'Keefe and are hereby submitted to the Clerk of the City of Sterling.

Commissioner, Sterling Municipal Band

**The next regular meeting of the Sterling Municipal band Commission will be
Monday, February 12th, 2018 at 6:00 p.m. in the City Council Chambers
-1st Floor of 212 Third Avenue, Sterling, IL 61081-**