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STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081 www.sterlingmunicipalband.com

EVENT: City of Sterling, Illinois – Band Commission Regular Meeting
LOCATION: Sterling Coliseum: 212 Third Avenue Sterling, Illinois 61081 Conference Room 104 (first floor)
DATE: Monday November 9, 2015
TIME: 5:30 p.m. – 6:30 p.m.

AGENDA

I. Call to Order

II. Consensus Items

- A. Approval of Minutes of the October 12th Regular Meeting

III. Administrative Business

A. Business Manager Report {PS}

- 1. Approval of Financial Reports of October 2015
- 2. Financial Figures (donations, payroll, requisitions)

B. Travel Manager Report {CJ}

- 1.

C. Band Director Report {JJ}

- 1. Winter Pops Concert literature

IV. Comment from the Public

V. Old Business

- A. Band Commission Policy Handbook group editing: Constitution & Bylaws / further

VI. New Business

- A. Evaluation questions for Director & Managers {JJ}
- B. Advertisement, media contacts, and news release procedures {AL}
- C. Code of Conduct finalization
- D. Examples of incident reports
- E. Policy for timely notifications & actions
- F. Year-Long Calendar containing all events

VII. Miscellaneous

VIII. Executive Session

- A. personnel matters

IX. Adjournment

NEXT BAND COMMISSION MEETING is...

...Monday December 14th at 5:30 p.m. in Conference Room 104 of the Sterling Coliseum: 212 Third Avenue