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## STERLING MUNICIPAL BAND

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P.O. Box 991 Sterling, Illinois 61081  
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### CITY OF STERLING

Regular Band Commission Meeting Minutes  
Monday September 14, 2015

The Regular Meeting of the Sterling Band Commission was held Conference Room 104, 1<sup>st</sup> floor of 212 Third Avenue, at 5:30pm on Monday September 14, 2015

**REGULAR MEMBERS PRESENT:** Dianne Ausman (chair),  
Allen Lee, Jason Reter, Gonzalo Reyes

Ron Coplan, City Attorney  
Ron Potthoff, Sterling Police Department Chief  
Scott Shumard, City Manager

**REGULAR MEMBERS ABSENT:**

**ADMINISTRATIVE MEMBERS PRESENT:** Jon James (Conductor),  
Cathy James (Travel Manager), Patrick Sheehan (Business, Personnel Manager)

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### **I. CALL TO ORDER**

Chairman Ausman called the meeting to order at 5:31p.m.

### **II. CONSENSUS ITEMS**

A. The minutes from the August 10th Regular Meeting were approved. Commissioner Lee called attention to some "2016" dates that were incorrect in the August 10<sup>th</sup> minutes that Manager Sheehan needed to correct.

| approval of July 13 <sup>th</sup> Regular Meeting minutes |  |                    |                        |            |
|-----------------------------------------------------------|--|--------------------|------------------------|------------|
| Ausman                                                    |  | Lee                | Reter                  | Reyes      |
|                                                           |  | <i>motion made</i> | <i>motion seconded</i> |            |
|                                                           |  | <i>aye</i>         | <i>aye</i>             | <i>aye</i> |
| <b><i>motion carried</i></b>                              |  |                    |                        |            |

### **III. ADMINISTRATIVE BUSINESS**

#### **A. Band Manager's Report:**

Business Manager Sheehan delivered financial figures from August 2015.

#### **1. Donation Revenue**

|                                                                  |                    |
|------------------------------------------------------------------|--------------------|
| total donation revenue since last Commission Meeting:            | <b>\$25.00</b>     |
| total donation revenue: program list January 1, 2015 to present: | <b>\$30,539.31</b> |
| total donation revenue: 2015-2016 Fiscal Year to date:           | <b>\$20,295.31</b> |

\*These numbers differ from the report in the meeting. \$1,000.00 of mailed donations were added

#### **2. Payroll**

Payroll was distributed on Friday September 4<sup>th</sup>:

|                              |                            |                   |
|------------------------------|----------------------------|-------------------|
| Administration pay           | September 1 – September 30 | <b>\$1,500.00</b> |
| Administration performance   | August 1 – August 31       | <b>\$211.50</b>   |
| Band members                 | August 1 – August 31       | <b>\$2,510.00</b> |
| total payroll for June 2015: |                            | <b>\$4,221.50</b> |

#### **3. Purchase Orders / Requisitions**

| <b>VENDOR</b>             | <b>SERVICE</b>                                   | <b>INVOICE AMOUNT</b> |
|---------------------------|--------------------------------------------------|-----------------------|
| D&E Limousine & Transport | Timothy Rhea transport                           | \$360.00              |
| Country Inn & Suites      | Patrick Sheridan 2-night stay                    | \$168.00              |
| Country Inn & Suites      | Tom Malone 2-night stay                          | \$78.00               |
| Country Inn & Suites      | Tim Foley 2-night stay                           | \$78.00               |
| Country Inn & Suites      | Timothy Rhea 2-night stay                        | \$78.00               |
| SBM                       | August 5 <sup>th</sup> programs + personnel list | \$76.00               |
| Northern Public Radio     | Timothy Rhea underwriting                        | \$420.00              |
| Jon James                 | Reimbursement for shipping music                 | \$12.13               |
| Cathy James               | Reimbursements                                   | \$293.74              |
| Sauk Valley Media         | August 2015 concert advertisements               | \$454.44              |

| <b>approval of Business Manager report</b> |  |                        |                    |              |
|--------------------------------------------|--|------------------------|--------------------|--------------|
| <b>Ausman</b>                              |  | <b>Lee</b>             | <b>Reter</b>       | <b>Reyes</b> |
|                                            |  | <i>motion seconded</i> | <i>motion made</i> |              |
|                                            |  | <i>aye</i>             | <i>aye</i>         | <i>aye</i>   |
| <b><i>motion carried</i></b>               |  |                        |                    |              |

#### **B. Travel Manager's Report:**

- Mrs. James has continued to update the SterlingMunicipalBand.com webpage to include dates for when guest conductors have visited / led the Band. There will not be a guest conductor for the Annual Winter Pops or the Annual Spring Concert.

#### **C. Band Director's Report:**

- Pastor Scott Porter agreed to host the Annual "Evening at the Pops" on Friday January 15<sup>th</sup> at Abiding Word Church. The Band will have dress rehearsal at the church on Thursday January 14<sup>th</sup>. Mr. James will forward his proposed rehearsal schedule to Jason Austin at Sterling High School and should have confirmation next month.

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

- No public citizens were present.

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

##### **A. Background Checks on Band Personnel**

Chairman Ausman, Commissioner Lee, Commissioner Reter and Manager James presented to Mr. Coplan, Mr. Potthoff and Mr. Shumard the current issue of conducting background checks on the adult population of the Band. Each visitor gave their personal points or possible solutions:

Mr. Coplan suggested that the Band Commission approach the City Council to conduct checks of any kind and seek their approval.

Mr. Potthoff suggested to add a background check statement at the bottom of the standard Band roster update form for future members.

Mr. Shumard reported that background checks are not conducted on city employees.

Following one hour of discussion, Commissioner Reter offered to create a form with the proper verbage should we need to distribute the form in the future to new members.

##### **B. Band Commission Policy Handbook Group Editing (Constitution & Bylaws)**

This matter was tabled to the next meeting.

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

##### **A. Rock Falls Middle School Junior High Band to collaborate with SMB**

In order to form a plan of the RFHS Junior High Band to perform a few times in Summer 2016, a consensus was made to make sure a concrete plan would be in place before an agreement or advertisement arrangements would be made.

#### **VII: Miscellaneous**

#### **VIII: Executive Session**

The Commission entered into executive session at 6:58 p.m. to discuss personnel matters.

#### **IX: Adjournment:**

The Commission came out of executive session at 7:37 p.m.

Commissioner Reter spoke for the whole of the group to relay to the Band Administration that a Band member had mailed a letter which presented the writer's perceived instances of unprofessionalism shown by each individual administration member. In light of the letter received, the Commissioners agreed that the Band's Administration would undergo evaluation periods twice a year where their work and demeanor would be evaluated.

The meeting was adjourned at 7:56 p.m.

| <b>approval to adjourn meeting</b> |  |                        |              |                    |
|------------------------------------|--|------------------------|--------------|--------------------|
| <b>Ausman</b>                      |  | <b>Lee</b>             | <b>Reter</b> | <b>Reyes</b>       |
|                                    |  | <i>motion seconded</i> |              | <i>motion made</i> |
| <i>aye</i>                         |  | <i>aye</i>             | <i>aye</i>   | <i>aye</i>         |
| <b><i>motion carried</i></b>       |  |                        |              |                    |

Minutes respectfully submitted by...



**Business Manager, Sterling Municipal Band**

**Monday September 14, 2015**

**Next Regular Meeting of the Sterling Band Commission will be**

**Monday October 12<sup>th</sup>, 2015 at 5:30pm in Conference Room 104**

**- 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

*Monday October 12, 2015*

*Monday November 9, 2015*

*Monday December 14, 2015*

*Monday January 11, 2016*

*Monday February 8, 2016*

*Monday March 14, 2016*

*Monday April 11, 2016*

*Monday May 9, 2016*

*Monday June 13, 2016*

*Monday July 11, 2016*

*Monday August 8, 2016*

*Monday September 12, 2016*

*Monday October 10, 2016*

*Monday November 14, 2016*

*Monday December 12, 2016*