

Minutes for the City of Sterling Municipal Band Commission

May 12, 2026

Commissioners:

Gonzalo S. Reyes - Chair
Kevin O'Keefe - Vice Chair
Allen Lee - Treasurer
Amy Boze - Secretary

Staff:

Annette Hackbarth - Director
Vanessa Leavitt - Band Manager

Not Present:

Tony Crisp - Vice Treasurer

1. CALL TO ORDER

A regular meeting of the Sterling Municipal Band Commission was held on 5/12/26 at 6:12 p.m. in the Council Chambers at City Hall, 212 Third Ave, Sterling, IL, 61081.

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

2. CONSENT ITEMS

Commissioner O'Keefe made a motion to approve the following consent items:

April 2026 Regular Meeting Minutes
May 2026 Band Director Report
May 2026 Band Manager Report

Commissioner Lee seconded the motion which passed unanimously.

3. FINANCIAL REPORT

a. The Financial Report was presented by Commissioner Lee showing:

	<u>Budget</u>	<u>Actual</u>
Personnel:	\$76,200.00	\$69,464.85
Materials and Services:	\$38,293.00	\$35,260.85
Capital Expenses:	\$3,750.00	\$33,943.35*
Revenue:	\$118,650.00	\$154,809.58
Operating Balance to date:		\$16,140.53

*GCC brick and mortar repairs

Commissioner Lee presented the financial report.

Closing out the 2025-2026 fiscal year with around \$10,000 surplus. \$21,000 out of reserves. Did a good job controlling costs.

Commissioner Boze made a motion to receive the financial report. It was seconded by Commissioner O'Keefe and carried unanimously.

- b. 25/26 Budget Wrap Up

4. COMMENTS FROM THE PUBLIC

There was no public present.

5. OLD BUSINESS

- a. Spring Concert
 - i. Recap - Went well for a busy spring night. Handful of high school and college players not with us due to conflicts. The audience seemed to enjoy the music selection. Donations were up from usual. Will try to address the formality of female attire, especially shirts, for future concerts.
 - ii. Dates/Venues for 26-27, January 8, 2027 and April 23, 2027 at New Life Lutheran Church - Dates approved
- b. Summer 2026: Music Under the Stars
 - i. Joey Julich, Euphonium soloist, July 1, \$300 stipend + mileage (2 trips, no hotel)
 - 1. From Morton, IL and currently in college in Texas
 - ii. Jimmy John's, Welcome Back Supper, June 2 rehearsal
 - 1. Motion by O'Keefe to spend up to \$1000, Boze seconded, approved.
 - 2. There were issues with them having our order ready in time for Tuba Christmas, so hopefully that will not happen again.
 - iii. Stanton's Sheet Music, music purchase, \$1025.22 (guest conductor & soloist music)
 - 1. Motion by Commissioner O'Keefe to approve; seconded by Commissioner Lee; motion carried.
- c. Robert Sheldon Music Commission, \$4500 for a grade 4 piece, 2028, anniversary season, \$500 deposit. Motion to approve by Commissioner Lee; seconded by Commissioner O'Keefe; motion carried.
- d. Percussion purchase, Amazon, 2 suspended cymbal stands and 2 conga basket stands, total \$188.97
- e. Sponsorship letters: Fundraiser letter wording by Commissioner Lee; Leavitt will put together and try to mail within the next week.
 - i. Donor
 - ii. Corporate sponsor (version for new givers and one for past givers)
- f. Concessions are booked for the summer and Commissioner Boze will continue to work on details with the groups.
- g. GCC Flower pots: planting and watering - Director Hackbarth has information from Janna Groharing at Sterling Main Street that the flowers have already been planned for this year, but she passed along the info to Distinctive Gardens for the future. City maintains flowers.
- h. Billboards/Newspaper/Yard Signs updates
 - i. Yard signs are in-hand and Manager Leavitt will distribute at upcoming rehearsals

- ii. Commissioner O’Keefe will coordinate putting out the huge sign
- i. Programs
 - i. Email Address: Explanation of rain venue process - will go in May email and a couple of the first summer programs
 - ii. Revise Mission Statement in the future

6. NEW BUSINESS

- a. Code of Conduct, approve or amend form for band members (2024 version here)
 -  smb code of conduct BLANK 2024.docx
 - i. Will update (Commissioner Reyes will work on additional wording about no change status) and Manager Leavitt will request from band members this Spring
- b. Confirm the process of sexual harassment training as required by the city
 - i. Will update for everyone each year and Manager Leavitt will work on that this Spring
- c. The yearly filing of notification of no change status
 - i. Will be included in the Code of Conduct form
- d. Paul Ausman payment
 - i. Building additional risers at New Life Lutheran Church
 - ii. MUs help with sound system
 - 1. Will create a “Equipment and Setup Chief” position for \$50 per night for summer concerts
 - a. Motion to approve by Commissioner O’Keefe; seconded by Commissioner Boze; motion carried.

7. MISCELLANEOUS

- a. Bylaws in need of update:
 - i. Election of officers next month
 - ii. Addition of Assistant Treasurer
- b. Annual meeting on Monday, June 8, 5:45 pm
- c. Ideas for Centennial Celebration shared by Commissioner Reyes
 - i. Could ask band members if they have ideas
- d. Utility mailing went out in beginning of May
- e. American Legion Memorial Day Celebration at Grandon - Director Hackbarth will run the sound for them as she has in the past
- f. Auditions are Saturday - currently 3 in-person, 2 virtual, and potentially a couple others
- g. Sons of American Revolution mentioned by Commissioner Boze - trying to read the Declaration of Independence at many events - possibility for Independence Day Concert
- h. Pre-Concert Contracts set and ready to send out this week by Commissioner Lee

8. ADJOURNMENT

Commissioner Lee made a motion to adjourn. It was seconded by Commissioner OK and passed unanimously. The meeting was adjourned at 7:22 p.m.

Minutes were taken by Band Manager Vanessa Leavitt to submit to the Clerk of the City of Sterling.

**The next regular meeting of the Sterling Municipal Band Commission will be
Monday, June 8, 2026 at 6:00 p.m. in the City Council Chambers
located on the first floor of City Hall, 212 Third Ave, Sterling, IL. 61081.**