Cedar Rapids Municipal Band Commission Meeting for 25 June 2014 at Taft Middle School (prior to concert)

Attending:
- Commission: Sadilek, Cummings, Sternowski, Millar, R Haney (Sams arriving late due to librarian duties)
- Staff: Shanley, H Haney
- Others:

Meeting called to order at 6:28 by Sadilek

Minutes of Previous Meeting
  1. Read and approved.

Financial Report through May, with predictions for June
  1. Band levy revenue $94,598.98 (99% of original budget).
  2. Additional revenues from Hooverfest and Musician's Performance Trust and sponsorships bring the total to $102,748.98 (99% of amended budget).
  3. No difficulties are expected with revenues.
  4. Expenses
      1. This part of the report includes predictions for what happens in June, now that the season is underway but not all submitted expenses are paid.
      2. Items over budget:
         1. Printing of original run of water bill schedules: $40.72
         2. Mic stands (no budget originally): $53.39
         3. Music: $352.90 (with approval of Business Manager in advance)
         4. Support Staff: increased $378 due to Business Manager not allowing for two sound assistants instead of one.
      3. Items under budget or removed:
         1. Young Artist Award. The winner will perform in FY2015 and will be paid then. $375 (includes his performance fee. It was an estimate).
         2. Licensing fees. BMI was paid for FY14. $200.
         4. Posters: Budgeted $400, should not exceed $250.
         5. CRCSD may not bill us for rehearsal space until end of season, but not sure. That will be $140 for FY2014 that would move to 2015.
      4. Neutral items:
         1. Weekly concert pay is off because actual scheduled artists do not match original working assumptions. However, expense estimate was based on 60 musicians, we have 59, so there's an offset.
         5. Net result is we should be $412.99 in the black with respect to the amended expense budget. This is a good number.
  6. OFF BUDGET EXPENSES
      1. Band received three invoices from 2010 and 2011...two for bandshell, one for rights research performed by Kyle Patrick. Business Manager could not find any indication these were actually paid, nor could City. Business Manager asked Patrick directly if he had been paid. Patrick replied that he never submitted an invoice, as he was glad to volunteer the effort. This is perplexing. Bandshell invoices were approved.
      2. The bandshell invoices will show as a FY2014 expense, but will not count against the amended budget as they were not foreseeable.
      3. If another invoice from that time is found, Business Manager will request a
session with City analyst to determine what was going on then to see if there is a root cause for this. He finds it hard to believe these invoices were missed.

Old Business
1. None pending.

New Business
1. FY2015 budget amendment
   1. Business Manager will submit a budget amendment for 2015. The amount will not change, but the line items to which expenses are tracked will be more complete. This will provide the Commission with a better idea of how the money is spent over the course of the year.

2. Staff promotional t-shirts
   1. Band member Doug Anderson has suggested that perhaps staff (primarily sound crew, other staff are usually playing the concert) could wear a promotional t-shirt with the band logo on the front, and perhaps the schedule on the back. Anderson presented a sample of another municipal band's shirt at a rehearsal. It seemed well done. Commission should mull over the idea before the 2015 season. No costs were discussed or obtained at the time. Will be raised at September meeting.

3. Presentation of Colors at Greene Square Park
   1. This has been arranged by Millar as part of our Freedom Fest connection.
   2. Odds greatly favor not being able to play at GSP due to recent heavy rains. Commission selected Noelridge as the alternate location. Determination to be made the previous Monday. Business Manager and Personnel Manager to notify all musicians, staff. Business Manager to notify New Horizons band. Publicity Manager to handle notification of KMRY and public via media.

4. Toilet for Bowman Woods School
   1. Shanley strongly recommends having a toilet available at Bowman Woods School. Sams confirmed that we have no access to the school for these events. R Haney researched a portable toilet. A handicapped accessible unit will run $95 for the evening.

Meeting closed ___________.