



S.T.A.R. (Super Town of Albion Revitalization) Team Committee Meeting Minutes September 22, 2011

In attendance: Beth Shellman, John Bry, Judith Leitch, Orland Leitch, Mary Ann Troutner, Kelly Tieman, Steve Hook, Joy LeCount, Phyllis Herendeen, Terry Dazey, and Vicki Jellison.

The meeting was called to order at 6:00 p.m. by Mary Ann Troutner. The meeting was held in the Shultz Room (upper level) of the Noble County Public Library at 813 E. Main Street, Albion IN. No new people were present to be introduced.

Approval of August 24, 2011 minutes

Mary Ann asked the committee if there were any needed additions or corrections to the August 24th meeting minutes. No corrections were mentioned by those present. A motion was made by Phyllis Herendeen to approve the minutes as presented. The motion was seconded by Vicki Jellison. Motion carried.

Treasurer's Expense/Revenue Report

Phyllis Herendeen presented the Treasurer's Report. Phyllis handed the Treasurer's Report to the Secretary Steve Hook. The previous bank balance as of September 1, 2011 was \$2,449.46, with \$1,400.00 available in the general fund and \$1,000.00 set aside for the Façade Improvement fund. There were total deposits of \$10.00 from September First Friday drinks and a \$200.00 donation from the C.O.L. Committee. No disbursements were made. The current bank balance as of September 22nd is \$2,659.46, with \$1,659.46 in the general fund and \$1,000.00 in the Façade Improvement fund. Joy LeCount made a motion to approve the Treasurer's Report. The motion was seconded by Terry Dazey. Motion carried.

Committee Reports

Projects/Design Sub-committee Report—Terry Dazey provided an update on the building inventory project. Work has continued on the downtown building inventory with both the east and south blocks complete. Terry anticipates completion of the building inventory by the October 26 S.T.A.R. Team committee meeting.

Terry Dazey reported the status on the canopy replacement project with Lucky U. Terry received an email from Chris Magnuson to set up a canopy meeting in the near future. Terry said that Chris is concerned about physically lifting the canopy frame by hand since it's a metal frame that appears quite heavy. Orland Leitch is concerned about the very heavy steel backing plate.

Terry said that Chris is waiting on additional quotes on windows. Mary Ann Troutner mentioned that she thought the windows were going to be handled by the Chain 'O Lakes Correction Facility. John Bry

stated that Chain 'O Lakes has backed out, but that Four Area County Vocational would be looking into how they could participate. Terry said we want to update the windows even though they appear to be okay. Terry has noticed, upon further inspection, leaking around the windows on the second floor. Replacing the windows could be included in the second step of the Lucky U façade improvement project.

Orland Leitch stated that Chris needs further clarification on cement work. Chris suggested working on the front façade cement work first and the back cement work second.

Both ER Committee Chairman Phyllis Herendeen and Steve Hook have received copies from Beth Shellman of the building inventory sheets prepared by Terry Dazey and other Projects/Design Subcommittee members. Beth Shellman added information taken from the Noble County GIS records to the building inventory sheets and passed around a book of building inventory reports submitted by the Economic Restructuring subcommittee. Steve Hook has volunteered to work on the creation of a Microsoft Access database to store this information. Terry Dazey suggested volunteering his wife Margaux to work on this database.

Organization Sub-committee Report—Steve Hook started discussion with the proposal of a recap/Wrap-up time for the October 26th S.T.A.R. Team meeting. The October 26th meeting would be the last meeting for the year and would have a pot luck dinner. It was suggested that the S.T.A.R. Team not reconvene until January 2012. Topics for discussion at this meeting include:

- Recap our successes and discuss where we want to go from here. Outline what we are trying to accomplish.
- Officer Elections could be held at this meeting. The newly elected officers would then have the final months of 2011 to plan and prepare for next year. A nominating committee could be formed using an informal process. The Steering group can make the nominations, making sure those nominated are willing to serve. Office positions to be filled would include Chair, Vice-Chair, Treasurer, and Secretary.
- Volunteer recruitment—how can we grow the committee by seeking volunteer participation? We are running the risk of burning out our current volunteers. New people bring fresh ideas. John Bry reminded the committee having a core group is okay.
- Determine future work plans and determine people that can help from the community. John Bry encouraged the committee to remember the fact that we need to create plans and projects first and the people will come. One great example to draw from was the Albion-opoly success story. John said the committee now needs to “turn up the level.”
- Consider listing our successes in the paper.
- Make fund raising through donations a major focus for next year.
- Utilize free Community Calendars on radio and television.
- Projects to consider for next year should include First Friday planning and improving our digital presence through our current web page, utilize the Public Access Channel, and use Face Book.
- Consider having another dinner where we display posters containing our mission, successes, and what we want to accomplish. John Bry mentioned how this was done at the successful Block Party held by Rome City's Arc (Advance Rome City) revitalization group.
- Pass information out to every door around town. This would help reach those that don't read the paper.

Promotion Sub-committee Report—Mary Ann reported on the October 7th First Friday event planning under agenda item 5.

Economic Development Sub-committee Report—Phyllis Herendeen briefly discussed that her subcommittee started work on adding information to the building inventory project prepared by the Design subcommittee. The ER sub-committee is also meeting with business owners to complete surveys outlining the types of goods/services offered and asking how the S.T.A.R. Team can help existing business. This will be a good marketing tool for the ER group to use when attracting new retail business to Albion.

Mary Ann Troutner – Chairman of October 7th First Friday Event (Update on planned events, Job Assignments, Prizes, etc.)

The October 7th First Friday event is organized by Mary Ann Troutner and the Promotion sub-committee. The featured event is a chili cook-off competition. Albion residents interested in participating in the competition will pay a \$5.00 entry fee. Those that want to be a judge and/or eat chili will also pay a \$5.00 fee.

Mary Ann and the Promotion subcommittee prepared an email of additional proposed events and sent it out to the S.T.A.R. Team committee seeking volunteers to chair an event(s). Phyllis Herendeen, Chris Magnuson and Beth Shellman volunteered to handle the scarecrow decorating contest, largest pumpkin contest, a Merchant Decorating contest, and a hayride event. The Merchant Decorating Contest will involve decorating downtown businesses and having people vote on the decoration of choice via a silent auction. Silent bids are to be cast at the Community State Bank. No entry fee is required. Scarecrows will be displayed in both the corner Community Church and Black Building window fronts. There will be prizes for the Largest Pumpkin contest. For the Merchant Decorating Contest, a traveling trophy will have the winning business' name inscribed on the trophy. The trophy will then be passed around between winning businesses. Flyers could be created and sent in advance to downtown businesses. Jack Herendeen has volunteered to assist Phyllis with the hayride event.

Open Registration for 2011 Indiana Main Street Conference (October 19th-20th)

John Bry reported on the upcoming 2011 Indiana Main Street Conference to be held in Noblesville, IN. Donovan Rypkema, featured speaker, is well known for helping communities prepare financially to fund revitalization projects. This will be a great opportunity to network with other communities and learn from their successes.

John stated that the Noble County Convention and Visitor's Bureau received a \$5,000.00 donation. John plans on using a portion of this money to send 12 people, 2 from each local revitalization group to the conference. John acknowledged the importance of volunteers acquiring skills to do their work. John asked the committee who would be interested in representing the S.T.A.R. Team at the conference. John said he would provide the registration. The deadline for signing up is October 8th. Mary Ann, Terry Dazey, and Steve Hook expressed their interest.

John also stated his interest in sending a delegation of people to the National Main Street Conference. Last year it was held in Des Moines, IA.

John shared additional information about the upcoming State Main Street Exchange on Oct. 14th. This one day event, scheduled from 9 a.m. to 4 p.m., has a morning session in Waterloo and an afternoon session in Albion. The morning session will feature both Waterloo's success to restore their depot building and Ligonier's mural project. The afternoon session will feature a discussion on fund-raising by John Bry, a tour of downtown Albion, and information on Albion's Façade program. There's a \$20 attendance fee which covers lunch. The State Main Street Office requires a minimum of 15 people in attendance before they will consider hosting the event. Beth Shellman and Steve Hook will forward registration information to S.T.A.R. Team committee volunteers after John Bry emails it to them.

Wrap-up Meeting/Potluck dinner for October 26th

This topic was previously discussed under the Organization subcommittee's report.

Submittal of Accumulated Volunteer Work Hours

Kelly Tieman asked sub-committee chairs to submit accumulated volunteer hours worked. Kelly handed out volunteer worksheets to each subcommittee chair to use for documenting volunteer work hours for the last quarter of 2011.

Announcements

The next S.T.A.R. Team committee meeting will be held at 6 p.m. on October 26, 2011, at the Noble County Public Library, in the Cole Room.

Joy LeCount shared information about a recommendation made to her regarding the use of pictures taken of doors decorated for a door decorating contest to make a calendar. The committee discussed other possibilities for calendars.

John Bry came up with the phrase "Picture This" for a competition where the community would take pictures of things around town they would like to see included in downtown revitalization. An architect that John Bry works with could prepare a rendering of the completed project. This would give us "before and after" images to work with. John mentioned the importance of the Opera House in downtown Albion as a focal point and a great revitalization project.

Joy LeCount volunteered for the production of a calendar featuring 12 decorated doors around town by community residents.

Finally, another possible S.T.A.R. Team project given the name of "Porch Stroll" would involve music and food on peoples' porches. This could be planned to coincide with First Friday events.

Adjournment

The meeting adjourned at 7:00 p.m.