



## S.T.A.R. (Super Town of Albion Revitalization) Team Committee Meeting Minutes January 11, 2012

In attendance: Beth Shellman, Bob Braley, Chris Magnuson, John Bry, Joy LeCount, Judith Leitch, Kelly Tieman, Mary Ann Troutner, Max Weber, Orland Leitch, Phyllis Herendeen, Steve Hook and Terry Dazey.

The meeting was called to order at 6:00 p.m. by Max Weber. The meeting was held in the Cole Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN.

### Approval of October 26, 2011 Minutes

Max Weber asked the committee if there were any needed additions or corrections to the October 26, 2011, meeting minutes. No additions or corrections were suggested. A motion was made by Mary Ann Troutner to approve the minutes as is. The motion was seconded by Phyllis Herendeen. Motion carried.

### Treasurer's Expense/Revenue Report

Phyllis Herendeen presented the Treasurer's Report. The previous bank balance as of January 1, 2012 was \$2,734.48 with \$2,234.48 available in the general fund and \$500.00 set aside for the Façade Improvement fund. There was a deposit of \$542.00 from the December chicken sales. There was a \$1,356.17 disbursement made for the Lucky U Ceramics Façade project. The current bank balance as of January 11th is \$643.83. There will be a \$595.00 disbursement made shortly for electrical work on the Lucky U Façade project, which will leave the general fund with a balance of \$48.83. Terry Dazey made a motion to approve the Treasurer's Report. The motion was seconded by Mary Ann Troutner. Motion carried.

Phyllis also informed the committee that she has acquired two grants—one from Operation Roundup and one from the Community Foundation. Phyllis is currently pursuing a third grant from Group Dekko. This grant comes with certain restrictions. One restriction dictates that grant money used for First Friday events must have family oriented activities. The committee discussed how they believe many of the First Friday events last year contained many kids and/or family oriented events, so we don't need to change. Phyllis is working with Sharron Beckman with Group Dekko.

Phyllis concluded her report by stating she is working with the Historical Register for further grant assistance. Grants obtained from the Historical Register will be used for potentially acquiring Albion's old opera house.

## **OLD BUSINESS:**

### Committee Reports

**Projects/Design Sub-committee Report**—Chris Magnuson presented an update on the Lucky U Ceramics façade project. The new canopy has been installed. Other work, such as brick tuck-pointing and painting, has been finished. Spring Project/Design subcommittee projects include the following Lucky U Ceramics projects: moving the rear electric service and working with Brad Eby to acquire and install windows from next door. Chris said that she is still waiting on the 50 percent reimbursement match from Albion’s Façade grant for \$2,000.00, approved by the Albion Redevelopment Commission last year. Chris reminded the group that S.T.A.R. Team façade projects need to remain under \$2,000.00 in order to avoid filing an IRS 1099 form.

Max Weber spoke about applying for grants to be used for mural projects. One mural is being considered for the south side of the old town hall. Approval would need to be granted first by the Town of Albion. Beth Shellman mentioned that both the Friendly Inn and Doc’s Hardware are interested in having murals. Max will be contacting the painter who painted the Kendallville mural for more guidance. It was suggested that both Darlene Bender and Indiana Landmarks may be additional sources of help.

**Organization Sub-committee Report**—Steve Hook spoke briefly about some of the upcoming organization subcommittee projects for 2012. Projects include updating both the S.T.A.R. Team flyer and website. There is also a need to find volunteer help for our social media presence. There is also the need to recruit additional volunteers to help with First Friday events.

**Promotion Sub-committee Report**—Mary Ann presented the Promotion subcommittee report. Mary Ann stated that her subcommittee has not yet met to discuss plans for First Friday events. This led to discussion about the need for subcommittees meeting on a regular basis and that there needs to be better advanced planning for First Friday events with people assigned to these events.

Mary Ann and Steve Hook suggested that the S.T.A.R. Dinner event held last year be held again this year. The Committee agreed since this event is viewed as the launching of our summer First Friday activities. Joy LeCount said that she and Vicki Jellison would be willing to volunteer to plan this dinner event. Mary Ann made a motion to have Joy and Vicki plan the dinner in May. The motion was seconded by Terry Dazey. The motion carried. Further discussion discussed whether or not the dinner should be held in conjunction with and planned Indy Competition event. Beth Shellman voiced concern about the work involved in planning and organizing a similar Indy event this year. Beth asked Mary Ann if she and the Promotion Subcommittee would be willing to take on the responsibility to organize an Indy event. Mary Ann asked the Promotion subcommittee members present about their willingness to tackle the Indy event. It was decided to move forward with event planning.

Mary Ann and Steve shared their opinions about what events to keep from last year and what new events to have. Most of the previous First Friday events would be kept except those held during the months of August and September. Bob Braley asked whether or not Albion-opoly would be a go this year. The committee strongly supported holding this event. There was also discussion about having the Town of Albion move their 4<sup>th</sup> of July Fireworks event to coincide with the July 6<sup>th</sup> First Friday event. Mary Ann made a motion to have the Town of Albion approached about moving their Fireworks show to July 6<sup>th</sup>. Joy LeCount seconded the motion. The motion carried. Steve Hook shared his plan for a

Halloween event proposed as “Scare on the Square.” Max Weber requested the Promotion subcommittee present their finalized list of First Friday events at the February 8<sup>th</sup>, S.T.A.R. Team committee meeting.

Phyllis Herendeen suggested that First Friday events start at 6 p.m. instead of 5 p.m. Setting back the time one hour would help people have more time to get home from work and then plan on attending the events.

**Economic Development Sub-committee Report**—Phyllis Herendeen presented a report about Doc’s Hardware’s and the Friendly Inn’s interest in applying for Façade grants. The Friendly Inn would be painting their façade and fixing up the alley. Phyllis said that the Town of Albion has already paid their half toward an Albion Façade grant. She asked the committee to set aside \$500.00 toward Doc’s Hardware. Joy LeCount made a motion to grant Doc’s Hardware a S.T.A.R. Team \$500.00 Façade grant. Terry Dazey seconded the motion. The motion carried.

Beth Shellman asked the committee how to pay for updated S.T.A.R. Team flyers. The Town of Albion made a \$500.00 contribution last year to print flyers. It was suggested that the Town may be able to find a way to contribute funds this year as well.

Beth Shellman led discussion again about the S.T.A.R. Team’s participation with the Indy Competition. It was suggested that if the committee and Town of Albion applies that there would need to be broader-based community participation involving churches, schools, and non-profit organizations. This is what the winning team last year did. It was also suggested that Mary Tipton may be approached to help or possibly chair this event.

#### Downtown Inventory

Terry Dazey said that questionnaires received back from downtown square businesses located within one-block of the courthouse square need to be collected and placed into a database. The questionnaire asked businesses about the help they are in need of. Currently, both Terry and Beth Shellman have questionnaires in their possession. Steve Hook mentioned that there was past discussion on approaching Margaux Dazey for her help in placing the downtown inventory information into a Microsoft Access database. Terry volunteered to ask his wife for her participation with this project. Terry suggested that both he and Beth will forward their information to Marguax upon her willingness to help.

#### Volunteer hours from November and December 2011

Max Weber asked for volunteer hours to be turned in covering the period between November and December 2011. Work hours were forwarded to Kelly Tieman.

#### **NEW BUSINESS:**

#### Mission Statement

Max Weber presented to the committee a proposed mission statement prepared by Phyllis Herendeen. The mission statement is as follows:

*The S.T.A.R. Team is organized exclusively to assist the Businesses in the Town of Albion in the preservation, enhancement and maintenance of those buildings that house Businesses, and to assist the Courthouse Square Preservation Society to fulfill their Mission.*

Steve Hook voiced his concern about the mission statement's focus on businesses. John Bry also added his comments regarding the focus on businesses. John's concern is that this may draw the IRS's attention to questioning whether the S.T.A.R. Team should really be considered a 501 ( C ) 6 organization instead of a 501 ( C ) 3 non-profit organization. John stated he would gather examples of other mission statements and forward them to both Phyllis and Max. John also stated that mission statements should be short. Phyllis suggested the mission statement should make references to "historic" and "educating the public." Steve Hook also pointed the committee's attention to the existing, non-approved mission statement found in the S.T.A.R. Team flyer. It was suggested that parts be taken from both Phyllis's statement and the one in the flyer for preparing the final mission statement. The committee expressed their approval of Phyllis's mission statement and noted that it's heading in the right direction, but that some tweaking would be needed.

#### 2012 Strategic Plan and Budget

Max Weber said that the S.T.A.R. Team budget will be further considered at the February 8<sup>th</sup> meeting. Max asked each subcommittee to come to the February meeting with their respective budgets.

#### **OTHER BUSINESS:**

Chris Magnuson discussed the plan for having the Town of Albion assist with printing updated S.T.A.R. Team flyers. It was suggested that Albion could make a contribution.

Steve Hook briefly discussed the present need of paying for both the renewal of the [www.albionstarteam.org](http://www.albionstarteam.org) domain and hosting costs. Currently, Nathan Miller has been paying the monthly hosting fee throughout 2011. It was suggested that Nathan consider his previous payments as a donation to the S.T.A.R. Team and use it as a tax write-off. Steve will check into this situation with Nathan and report at the February 8<sup>th</sup> S.T.A.R. Team meeting.

John Bry announced the availability of four Noble County Convention and Visitor's Bureau scholarships for sending Noble County Main Street volunteers to the upcoming National Main Street Convention held between April 1-4, 2012, in Baltimore, Maryland. The scholarships will pay for travel, hotel, and conference expenses. Wolcottville will be sending one person. Three spots are still available and will be reserved on a first-come first served basis. Max Weber asked the committee for interested volunteers. Mary Ann Troutner expressed her interest.

#### Adjournment

The committee adjourned at 7:07 p.m. The next S.T.A.R. Team committee meeting will be held on Wednesday, February 8<sup>th</sup>, 2012, at 6 p.m. in the Cole Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN.

Future S.T.A.R. Team committee meetings will take place on Wednesday, March 14, 2012 and Wednesday, April 11, 2012.