



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

July 11, 2012

Amended on August 18, 2012

In attendance: Bob Braley, Chris Magnuson, Kelly Tieman, Mary Ann Troutner, Phyllis Herendeen, Shelli Porter, Steve Hook, Tammy Luce, and Vicki Jellison.

The meeting was called to order at 6:00 p.m. by Mary Ann Troutner. 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 June 13, 2012, Minutes

Mary Ann asked the committee if there were any needed additions or corrections to the June 13, 2012, meeting minutes. There was discussion about striking the reference to the unaccounted for \$100.00 in the previous month's minutes. The thought is that this money can easily be accounted for by free lemon aid drinks and cotton candy distributed to booth workers and given out freely to others and other mishaps. Also, remove the reference to the missing mural pledge of \$25.00 since it was discovered by Tammy Luce—a pledge made by the Trail 100 group. It was suggested that instead of removing detail from last month's minutes, make necessary corrections and clarification in this month's meeting minutes. The main concern from Mary Ann was that it appears that the missing money was stolen by a S.T.A.R. Team volunteer. We don't want to have it look like we are accusing volunteers of stealing money. This may have a negative view by outsiders and affect our ability to find volunteers. Vicki shared her view about the missing money. With the amount of quantity going through the booth, losing only \$100 is doing well. Her experience with other fundraisers show that it's difficult to keep track of products sold; therefore, it would be difficult in this situation to account for the \$100.00. It was agreed this month's meeting minutes should reflect the clarification that the Chain 'O Lakes S.T.A.R. Team booth sales were approximately \$1,261.26. The chair of the booth should keep records of sales and issues that arise. These records should be passed along to the person responsible for chairing the booth next year with notes about what went wrong the previous year. We are still in a learning process, but we don't want our actions to discourage people from volunteering with the S.T.A.R. Team. A motion to approve the June 13th minutes as is was made by Joy LeCount and seconded by Vicki Jellison. Motion carried. Mary Ann handed Steve Hook the previous two month's meeting minutes signed, except without Beth's signature on the May 9<sup>th</sup> meeting minutes.

### Treasurer's Expense/Revenue Report

Phyllis Herendeen was not present to give the Treasurer's Report.

### **OLD BUSINESS:**

### Sub-committee Reports

**Projects/Design Sub-committee Report**—Chris Magnuson presented a report on behalf of Tammy Luce about the mural fundraising project. An additional 12 squares have been purchased since the Chain 'O Lakes festival.

We should advertise one more time in the paper giving people an opportunity to pledge. Then, we will go to the Albion Town Council requesting their 50 percent contribution along with another 50 percent contribution requested from the Albion Redevelopment Commission.

**Organization Sub-committee Report**—Steve Hook provided a report on website design and tee-shirt update/orders. Steve has reviewed the webpage design environment called Moonfruit.com and displayed a sample webpage layout he created via the projector. Steve went over the webpage layout and reviewed the capabilities and shortcomings discovered so far with Moonfruit. Steve is using a free account through Moonfruit; however, we would benefit by going with the \$6/month plan allowing for 1 website and 500 megabytes of storage. This plan would also allow us to have a store for selling merchandise. We would also have good customer support with web development.

The main concern raised involves the amount of time needed developing and then maintaining the website. Also, do we pay someone to maintain the website. Do we obtain professional help with the website or do we ask Steve if he's interested in working on the website. Professionals are known to charge \$500 (with \$25/hour) for their services with other non-profit organizations. It can require a lot of time to first establish the website and then not as much time to maintain it. However, special projects such as the Indy 500 competition will require more time. Mary Ann asked for a motion on how the committee should proceed. Vicki asked Steve if he was willing to work on the website. He responded yes. Joy asked how much time is involved each week for web maintenance. A few or more hours may be necessary to update the Google Calendar, add articles for subcommittee projects and First Friday events, and for posting the meeting minutes and agenda documents.

The Organization sub-committee is considering creating a group to review the website content and structure. It was suggested to seek volunteer help from a young person in high school interested in working with websites that could work along with Steve. The need for volunteer help could be placed in the paper seeking volunteer help from interested students. The student chosen would then work with Steve to maintain the website. The volunteer help could be used on a student's resume. The S.T.A.R. Team should not use money raised by the community for webpage support—this is seen as an administrative cost. It was mentioned that we have already paid \$12/month up through the end of the year to maintain our current webpage through Nathan Miller using WordPress. We have the rest of the year to develop our website and then roll it out in January 2013. Vicki made a motion to have the Organization sub-committee look into the website design and present a report at a future S.T.A.R. Team meeting with their recommendation. The motion was seconded by Joy. Motion carried.

Steve next presented an update on tee-shirt orders. Tee-shirts will be purchased through Scott Perry's Country Store in Churubusco at a cost of \$9 per tee-shirt. We are considering gray and white colors with the S.T.A.R. Team logo at the same size and positioned as last year. Aprons are also being considered this year. Steve reviewed with the committee the sanmar.com website showing four types of aprons being considered. Apron styles include A500 at \$9.00 each (Stone and White colors), A510 at \$9.00 each (Stone and White colors), A520 at \$8.00 each (Khaki and White colors) and A525 at \$8.00 each (Khaki and White colors). An order form was passed around for orders. We need at least 15 orders to not have to pay a \$200 + setup fee. It was agreed that the S.T.A.R. Team purchase 4-A500 style aprons at \$9.00 with a stone color. These aprons would stay with S.T.A.R. and be available for volunteers to use at functions. Volunteers are welcome to purchase their own aprons too. Payments for orders will be collected at the time of order placement. An email will be sent out to the S.T.A.R. Team volunteers soon.

Steve mentioned that the S.T.A.R. Team now has its own Facebook page. This page was created with help from those that would like to remain anonymous. This page can be used to display our First Friday events and other things. This page was created from a suggestion made by Joy LeCount.

**Promotion Sub-committee Report**— Bob Braley presented an update on the July First Friday event—Albion-opoly. Seventeen teams originally signed up, but the game was played with only seven teams remaining. The heat was seen as a contributing factor. We had spectators show up to watch the event, some remaining in their vehicles with the air on. The event should have raised \$500.00. Some sponsors gave above their \$10 fee. It was suggested that this event could be held on a weekend. Also, Bob said that he won't be able to chair this event next year due to work constraints and his personal ambitions. The committee gave their appreciation to Bob for his time and work involved with Albion-opoly.

Joy next gave an update on the August First Friday event—Verandah Visits. Joy and Vicki has met with the 4 host families to work through details and what food will be served. Two hundred tickets have been printed and each S.T.A.R. Team volunteer present is asked to help sell tickets at \$10 each. Tickets have been distributed to the Albion Pizza Depot, Albion New Era, two local banks and to the host families. A press release has been sent out and will be sent out again next week. Posters and tickets were distributed to those present. A brief history of the family host home will be presented along with light refreshments. No in-home tours will be given. Each host family will be donating their own food. Visitors will be encouraged to visit the Courthouse and the Old Jail. The total cost involved with this event was \$17.00 of printing costs. The deadline for tick sales is July 30<sup>th</sup>. Notify Vicki of ticket sales.

Mary Ann discussed the September First Friday event—Come Back to Albion Tailgate Party. This event is scheduled for September 6<sup>th</sup>, at 6 p.m. Terry Daisy declined being chair of this event. This event could involve food and sports-related activities. Could a school take this on as a school project? It was suggested that we approach the local restaurant establishments to get them involved. Possibly have each restaurant develop a sandwich and have the community vote for the best one. The community could participate as well. The game this year is away at Perry Heights, but this event can still be seen as a tailgate party. Shelli Porter volunteered to chair this event, but requested assistance from others for guidance. Shelli will be responsible for coming up with things to do and also seeking volunteers to help.

**Economic Development Sub-committee Report**—Neither Phyllis Herendeen or Beth Shellman were present to give a report.

#### Downtown Inventory

Mary Ann asked Chris Magnuson for an update on the Downtown Building Inventory project. No update to report at this time.

#### Volunteer hours from June 2012

Mary Ann asked for volunteer hours to be turned in to Kelly covering the period of June 13, 2012 and July 11, 2012. Kelly handed out a new spreadsheet for the next quarter to the sub-committee chairs present. Work hours were forwarded to Kelly Tieman.

#### **NEW BUSINESS:**

#### General Liability Insurance Update

The committee discussed an email that Beth Shellman forwarded to various S.T.A.R. Team volunteers containing quotes provided by Gary Fry with The Insurance Center covering a liability limit of \$500,000.00 per occurrence/\$1,000,000.00 per aggregate or liability limit of \$1,000,000.00 per occurrence/\$2,000,000.00 per

aggregate. The liability insurance would cover liability insurance for the First Friday/Carnival fundraisers, etc. for the Courthouse Square Preservation Society and the S.T.A.R. Team. Beth Shellman who obtained the quote was not present to discuss this matter with the committee. A request for proposals was also sent to Jared Ramer and Tina Craft, but no response was received from either one. Mary Ann volunteered to follow up with Jared Ramer.

#### Discussion on New S.T.A.R. Team Projects

Chris asked the committee if they wanted to discuss coming up with new projects. The committee mentioned current and upcoming projects that are still being considered for this year: a fundraising calendar, Square on the Square, web development and finishing up on the Lucky U Ceramics window replacement project.

#### 100 Mile Race at Chain 'O Lakes State Park Update

The committee discussed what is being asked of the S.T.A.R. Team for its participation with the upcoming 100 Mile Race at Chain 'O Lakes State Park to be held on April 20-21, 2013. The committee would be selling food and refreshments using the kitchen facilities located on the beach. We would be the sole food provider. A headcount would be provided to know how much food is required. There was concern shared about the conditions of the kitchen. We may need to provide other means of preparing food. We would also be providing a Friday night spaghetti dinner for the runners and their families. Mary Ann will be researching the kitchen conditions. Chris said that Phyllis Herendeen will be checking with Don Moore about renting his concession trailer. Chris also asked Mary Ann to check into this and report to the committee at the next meeting.

#### **OTHER BUSINESS:**

Mary Ann asked the committee if there was any other business. Chris shared information about a cotton candy maker. To rent one costs \$130 and to purchase one will cost \$685. Also, to purchase a professional lemon squeezer would cost \$150. Chris is considering purchasing a cotton candy machine to rent out if the S.T.A.R. Team wouldn't consider purchasing one.

#### Adjournment

A motion to adjourn was made by Kelly Tieman and seconded by Shelli Porter. The motion carried and the committee adjourned at 7:28 p.m.

The next S.T.A.R. Team committee meeting will be held on Wednesday, August 8, 2012, at 6 p.m. in the Cole Room (lower level) of the Noble County Public Library at 813 E. Main Street, Albion IN.

---

Steven Hook, S.T.A.R. Secretary

---

Mary Ann Troutner, S.T.A.R. President