



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

A member of OCRA's Downtown Affiliate Network,
associated with Indiana Main Street

Monday, July 25, 2022
6 pm

Meeting Minutes

Meeting minutes prepared and submitted by Gary Gatman on August 1, 2022.

Board Members Present: Steve Hook, Lori Gagen, Gary Gatman, Helen Newman, Everett Newman, Kayla Traylor, Mary Ann Troutner, Ann Kilgore, and Dawn Jones.

Call to Order

The Albion STAR Team meeting was called to order by President Steve Hook at 6:05 p.m.

April/May/June Meeting Minutes

Meeting minutes from STAR Team meetings in April, May and June were reviewed. There was a motion to officially approve these three sets of meeting minutes. The motion was seconded, and the motion passed by unanimous vote. Meeting minutes were approved.

Treasurer's Report

Mary Ann shared a financial update with the team using a new report format. The new format separates general fund/unrestricted resources from resources that have been given to the STAR Team for specific purposes (e.g., the gazebo, flowers, and pocket park). The format was well received by board members and the current bank balance for the STAR Team stands at \$10,453.23. There was a motion to accept the Treasurer's report and a second. The motion passed by unanimous vote.

Volunteer Hours

Steve passed the volunteer hours spreadsheet around for review. STAR Team members added hours that they have volunteered for various activities since the last meeting.

Cut Necessary Checks

No checks were needed. It was noted, however, that the STAR Team's liability insurance bill has been received and will need to be paid soon.

Sub-Committee Reports and Projects

Organization

- **Participation in Fireworks Event:** There was a good turnout for face painting and glo necklaces were also sold and were popular with those in attendance. Next year, if the STAR Team participates in this event again, it will be recommended that onsite signage be made available to direct interested individuals/families to these opportunities.
- **IMS Annual Assessment:** STAR Team leadership met with Allie Daugherty from OCRA to complete the annual Indiana Main Street assessment process. The assessment went very well and three recommendations that came from the assessment include: (1) a little work is needed to mesh the vision and mission statements from the STAR Team and the Courthouse Square Preservation Society, (2) more detail about main street efforts could be reflected in the comprehensive plan, and (3) it would be a good strategy for the STAR Team to complete an inventory of downtown buildings.
- **Bylaws:** With the new organizational structure in place, updated bylaws are needed for the STAR Team. Lori will draft a set of bylaws based on all the conversations to date and then forward to Everett for legal review and input. Once Lori/Everett have completed their work, a meeting will be set in September to do a final review before bringing the bylaws to the full STAR Team for review and approval.

Project Design

- **Farmer's Market:** The time of the Farmer's Market has been changed to 11-3 and an additional market has been added every other Saturday (coordinated with other farmer's markets in the county so as not to duplicate Saturday events). Locally, attendance has been spotty and vendors have been tough to recruit. However, the new times and additional Saturdays should help with both challenges.
- **Gazebo Repairs:** The STAR Team needs to have a conversation with the county (specifically the Commissioners) about repairs to the gazebo. A formal assessment of needed repairs with specific plans to address these repairs must be developed and shared with the county to move this forward.
- **Mr. Noble:** Discussions with a contractor have occurred to repair and reglaze Mr. Noble as has been discussed. We are expecting to touch base with this contractor in a week or two to finalize repair plans and discuss cost.
- **Golf Cart:** Lori wrote a grant to the Cole Foundation seeking resources to purchase a golf cart for the STAR Team to support the team that waters downtown flowers throughout the growing season. This golf cart could also be used at other events as necessary. The grant was approved and will support the purchase of the golf cart and provide a bit extra for insurance and any needed repairs or updates. The golf cart will be stored at Newman's Law Office to keep it close to the downtown.
- **Pocket Park:** The project team is working on the pocket park to be located next door to the EDC building and next to one of the public parking lots. A budget has been developed and a specific set of plans is being developed that will build on the donations of seating/tables already made by the ARC Foundation. It is believed that the pocket park would be a good permanent home for Mr. Noble once repaired. Kammerer Welding is also being approached about creating a locally made metal structure that would be placed in the pocket park and add character to it. The name of the park (yet to be identified) could be incorporated into this metal structure. The Newman's also offered to donate a bistro set if it was needed to ensure adequate seating in the park.

Promotion: (Mary Ann-Chair)

- **Event Planning:** The event schedule for 2022 was reviewed and discussed at length. Highlights of the discussion include:

- July 29 Albionopoly: The event starts at 6PM and most of the squares around the courthouse have been sold to local employers and individuals. There are 5/6 teams registered to play.
- September 17 Fall Celebration/Cruise In/Scarecrow Seminar: Planning is proceeding, and additional events and entertainment options are being added (cloggers have already been secured). The corn hole tournament was also discussed, is being coordinated by Doug Ebey, and should be a major draw from surrounding communities (and even states). A motion was made to put up \$1000 in prize money from the STAR Team's budget to entice a larger group of teams to the corn hole tournament. With the number of teams expected, the STAR Team should see more than this amount in team registration fees. The motion was seconded and passed by unanimous vote. Gary will reach out to Trent Boston (a talented musician with a main street business) to gauge his interest in playing live music at the event.
- October 28 Scare on the Square/Live Clue/Trunk-or-Treat, Coloring Activity: Planning for this event will begin soon.
- December 2 Christmas in the Village: Planning for this event will begin soon.

New Business

- Don Shultz from the Courthouse Square Preservation Society needs to meet with the appropriate STAR Team members to transfer credentials for various websites and government reporting systems. The first such report will be the STAR Team's business entity report due at the end of August. This meeting will get scheduled soon for those who can attend.
- The STAR Team will take on two new additional tasks associated with the downtown: (1) the watering of flowers will be done by a team of volunteers using the golf cart being purchased with foundation grant funding, and (2) the STAR Team will also manage the police booth and the schedule/decorating of the booth for community events.
- Steve shared that there were two upcoming Indiana Main Street 101 sessions and provided the dates and times of these sessions for anyone wanting to attend.

Adjournment

A motion was made to adjourn and it was seconded. The motion carried.

Next Meeting

The next STAR Team meeting will be held at on August 29 at 6PM at the Be Noble Office.