



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Wednesday, February 26, 2025

Meeting Minutes

Meeting minutes prepared and submitted by Gary Gatman on 3/18/2025.

Attendees: Steve Hook, Mary Ann Troutner, Gary Gatman, Pattie Gatman, Helen Newman, Everett Newman, Dawn Jones, Lori Gagen, Yvonne Taylor

Call to Order

The Albion STAR Team meeting was called to order by President Lori Gagen at 5:34 p.m.

Minutes

December 2024 meeting minutes were reviewed. There were no questions or amendments. A motion was made to approve the minutes. There was a second and a unanimous vote to approve December minutes.

Financial Statements/Information

Mary Ann (Treasurer) shared a financial update with the team. The current bank balance was reported to be \$16,853.56 with very little activity in February. There were 2 checks that needed cut. First, Steve Hook needed reimbursement for the renewal of the domain space for the STAR Team. And second, Lori Gagen needed reimbursed for a silent auction donation made to the local Chamber's annual meeting. There was a motion to approve both reimbursements, a second, and a unanimous vote to issue checks as discussed. There was another motion to approve the February financial statements as presented, there was a second, and the team voted unanimously to approve.

Volunteer Hours

Board members were reminded to continue keeping track of their volunteer hours. Volunteer hours are to be recorded by team members on the tracking spreadsheet.

Sub-Committee Reports and Projects

Organization

- **2025 Work Plan:** The components of the work plan were reviewed and there was a healthy discussion about the role each board member can play in helping to execute the work plan:
 - **Mural Project:** Pattie and Gary Gatman will lead this project to determine next steps in restoring/replacing the mural at the intersection of 8 and 9.
 - **Noblepalooza:** Steve Hook and Mary Ann will represent the STAR Team at the 2025 county-wide Noblepalooza event.

- **Events:** Mary Ann Troutner will continue to lead efforts on the scheduling, promotion and planning for STAR Team downtown events.
- **Gazebo:** Dawn Jones will lead efforts to restore the gazebo on the courthouse square now that courthouse renovations are nearing completion.
- **Flowers:** Lori Gagen and Steve Hook will manage STAR Team responsibilities for downtown flowers.
- **Annual Meeting:** Lori will plan the annual meeting and let other team members know if additional help is needed.
- **Downtown Lightscape Project:** Yvonne will coordinate planning efforts to investigate options and expenses for installing a downtown lightscape atop buildings on the courthouse square.
- **Budget:** Lori reviewed a draft budget with the team and each line item was discussed. Changes to be made to the draft budget included: (1) increase the mural project budget to allow for expenses to remove/replace the mural, (2) add a line item for a lightscape budget, (3) event budgets were slightly adjusted based on actual expenses from last year and any new plans for 2025, (4) the marketing budget was adjusted, (5) and the budget for the Day of Caring was adjusted to allow for the purchases of benches. Lori will finalize the budget with these changes in mind and the final budget will be reviewed and approved at the annual meeting in March.
- **Insurance:** It was determined that a formal review of all STAR Team insurance coverages and needs should occur. Everett will look into this and report back to the STAR Team what is currently covered and if current coverage is adequate.
- **Annual Meeting:** The STAR Team annual meeting will be held on March 26th 2025 from 5PM to 7PM. Appetizers/snacks will be served. Ann is resigning from the STAR Team there is a need to fill one board vacancy. This will be shared at the annual meeting.

Project Design

- **Downtown Mural:** Local resources are available to assist with taking the damaged mural down and replacing it with a weather resistant reproduction which will be identical to the existing mural. Gary and Pattie will contact local resources and investigate.
- **Flowers:** Lori will continue to coordinate flowers activities with the town. This will include planning and managing all watering activities for downtown flowers. The town will continue to order the flowers. Mary Ann will continue to coordinate with the Chain of Lakes Master's Gardeners program for support with flowers/weeding/maintenance around the fountain.
- **Golf Cart:** The golf cart needs a little wiring/repair which can be taken care of by a retired local electrician. There is also a desire to add a water pump to the golf cart which will make watering the downtown flowers more efficient. A water pump can be added to the golf cart for no more than \$150. A motion was made to approve the purchase/installation of the water pump up to \$150. There was a second and a unanimous vote to approve the purchase.

Promotions

Mary Ann will bring a proposed 2025 event schedule to the March STAR Team meeting at which time a schedule will be finalized. Once finalized, the town will send out the event schedule to all town residents through their April utility billing. This will ensure everyone in town has information about 2025 plans and events. There was a quick discussion about adding new events. Yvonne shared two thoughts: (1) a fall public arts event to be held/displayed downtown that include woodworking/carving and (2) opportunities to have merchandise with a logo that could be developed through a design contest. More discussions on these two thoughts will occur.

Economic Development

Pattie Gatman will be coordinating multiple events between the chamber and STAR Team in 2025, including the downtown's second annual small business Saturday event on the Black Friday weekend in November. There is continued interest with both the STAR Team and the Chamber to continue the existing partnership.

Adjournment

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 7:02PM