



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Monday, February 28, 2022
6 pm, Newman & Newman Law Office

Meeting Minutes

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

Call to Order

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 6:05 p.m.

Board Members Present: Steve Hook, Lori Gagen, Gary Gatman, Helen Newman, Pattie Gatman, Amy Leedy, Kayla Traylor

January Meeting Minutes

A motion was made and seconded to approve the January minutes. Motion was approved by unanimous consent.

Treasurer's Report

Mary Ann was unable to attend the meeting, but financial information was reviewed by Steve Hook. The current balance in our account is \$8,328.92 as of January 31, 2022. Given that the town provides a \$5,000 contribution to the STAR Team to support main street activities, it was determined that we should provide the town with an update on activities and expenditures at an upcoming council meeting. Gary and Lori offered to help make a presentation to the Council along with any else who would like to attend.

Volunteer Hours

There were limited volunteer hours to report. Lori had some time working on the website and Steve had a bit of time dedicated to meeting/budget prep.

Cut Necessary Checks

No checks were needed.

Sub-Committee Reports and Projects

Organization

- **IMS Annual Reporting:** Steve noted that the required reports were submitted and that the STAR Team is fully compliant with Indiana Main Street reporting requirements.
- **501(c)(3) Update:** There was considerable discussion about the 501(c)(3) status of the organization. Currently, the STAR Team is operating under the Courthouse Preservation Society 501(c)(3) although a DBA (doing business as) has been submitted for the “STAR Team.” There is still work to be done to make sure everything is legal. After considerable discussion, it was determined that a resolution would be drafted through which current board members of the Courthouse Preservation Society would vacate their seats and current STAR Team board members would be appointed to fill these seats. This would mean that the STAR team would operate under current Courthouse Preservation Society bylaws and would be in a position to identify officers. Following this, the STAR Team would be responsible for all assets of the organization and could update and simplify the organizational bylaws.
- **2022 Budget and Work Plan:** The 2022 budget was also reviewed and approved with a motion, second and unanimous vote. Projected income for 2022 is \$21,547.62 while projected expenses are \$14,650. Several improvement projects are planned for 2022 which include the pocket park, gazebo improvements, the repair of Mr. Noble and flowers/fountain management. There is also a small amount of the budget dedicated to mural repair in 2022 for the mural on the side of the Black’s building. Budget and expense numbers for the pocket park were also discussed and may require adjustment as the project moves forward. There is a need to get this project completed before June since the Rotary contribution must be expended before the end of June. And finally, significant discussion occurred on planned gazebo repairs which include new handrails, lattice work, lights, spindles, brick repairs and roof maintenance.

Promotion: (Mary Ann-Chair)

- **Event Planning:** The event schedule for 2022 was reviewed and discussed at length. Highlights of the discussion include:
 - A new downtown Farmer’s Market was discussed which could begin in May. Mondays from 9-2 were discussed as a possible schedule for the market, although it could start later if traffic doesn’t support a 9AM start time. A conversation with Augusta Hills is needed regarding any plans they have for a Farmer’s Market in 2022. A small annual fee of \$40/vendor was discussed (paid once for the full season). Several vendor recruitment strategies were discussed as was the possibility of having food trucks at some of the Farmer’s markets. More conversation on this is planned for the next STAR Team meeting. Kayla Traylor will be leading the farmer’s market effort this summer.
 - Events surrounding the Chain ‘O Lakes Festival were also discussed. On the Friday before the festival begins, if the car show is going to occur in 2022, it was discussed that the STAR Team could sponsor a corn hole tournament (in partnership with Hidden Ego) and life-sized adult games. Lori will reach out to Doug Ebey at Hidden Ego to discuss this partnership. The possibility of having alcohol at this event was also discussed; however, there is no interest in making this an issue with the Town of Albion so other options will be explored. On Wednesday, June 8, the STAR Team will hold its annual kiddie games event to engage the town and help kick off the festival.
 - Albionopoly, Fall Celebration, and the Scare on the Square were also discussed. There was discussion about the need to have additional activities planned for the day of Albionopoly to draw people to the downtown. A movie on the lawn, a special farmer’s market and food trucks were discussed as options for Albionopoly (as well as other upcoming events).
 - The next meeting of the STAR Team will be dedicated to the planning of three upcoming events: (1) a weekly farmer’s market, (2) the car show and events associated with Chain ‘O Lakes Festival, and (3) Albionopoly. These three events will happen in the spring/early

summer so they will be planned for first. Subsequent STAR Team meetings will be used to plan future events on the schedule.

New Business

- The STAR Team discussed plans for attending the Noblepalooza event on March 12 at the Community Learning Center in Kendallville. Banners with the planned event schedule and other handouts were discussed. It was also noted that this event would be a good place to pick up subscribers to the STAR Team newsletter. Steve will manage the booth but asked for additional help if anyone was available.
- Printing rack cards with the STAR Team event schedule was also discussed. It was determined that a 1,000 rack cards should be ordered. Lori will check with OCRA on the rack card design to ensure that the correct logos are being used. These cards will be inserted in utility bills mailed by the Town of Albion to ensure that every resident has the 2022 schedule of events. Rack cards will also be made available to downtown merchants to pass out to customers.
- There was also a discussion about the meeting schedule of the STAR Team. It was determined that meetings will always be scheduled for the last Monday of the month from 6PM to 7:30. The next meeting will therefore occur on March 28 but will be held in the EDC office/conference room.

Adjournment

A motion was made to adjourn, and several STAR team members quickly seconded the motion. Motion carried.

Next Meeting

The next STAR Team meeting will be held at on March 28 at 6PM.