



**Super  
Town of  
Albion  
Revitalization  
Team**

[www.albionstarteam.org](http://www.albionstarteam.org)

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

Monday, July 24, 2023  
6 pm

**Meeting Minutes**

Meeting minutes prepared and submitted by Gary Gatman on 8/18/2023.

**Call to Order**

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 6:05 p.m. The first order of business was to discuss the future of the STAR team going forward. Steve indicated that he is ready to continue on as President and all others in attendance committed to being part of the team. There is a good deal of work to get done over the balance of this year and the team agreed that it cannot fall on one or two people. Everyone is committed to helping in any way that they can going forward.

**April/May/June Meeting Minutes**

Meeting minutes from the May meeting were tabled until they could be reviewed by all STAR team members.

**Treasurer's Report**

Mary Ann (Treasurer) shared a quick financial update with the team. As the STAR Team continues with 2023 planning, the town's \$5,000 commitment is in the process of being secured. Steve has made a formal request to the town manager and a time is being scheduled for the STAR team to formally make its request to the town council.

**Volunteer Hours**

Board members were reminded to continue keeping track of their volunteer hours.

**Cut Necessary Checks**

No checks needed to be cut.

**Sub-Committee Reports and Projects**

**Organization**

- **State Reporting:** Steve will ensure that the DLGF E-1 report is submitted on Indiana Gateway. Steve will reach out to Don or Carol Selby to seek assistance as needed. This is one of several reports Steve

submits on a regular basis as required by state rules. Other reports discussed included the Business Entity Report (required biannually but not this year), the NP20 Annual Report, and form 990N.

- **Bylaws Review:** Bylaw revisions were quickly discussed and are still in process. Everett agreed to take another look at the bylaws to ensure no additional changes were needed. There was a discussion about the possibility of allowing for assigned proxy votes, digital voting or email voting. Everett will look at these options during his review.

## **Project Design and Promotion**

- **Pocket Park:** The pocket park has come together nicely. The new fencing is a significant improvement and the process of getting reimbursed is underway. Rugs have been discussed as an option to further enhance the pocket park.
- **Gazebo:** Roof quotes are being secured and power washing is the next step with the gazebo. Everyone was reminded that the STAR Team received a \$5,000 private donation to support costs with renovating and updating the gazebo.
- **Downtown Market:** Planning for the market has been challenging this year with more than expected difficulty in recruiting vendors. Efforts to grow the market will continue but a re-evaluation of the market needs to be done at the end of the year.
- **Mural:** Steve will get with Matt Young to see if there is any assistance that can be secured in bringing down the mural before winter. The mural is heavily damaged at this point and another winter would be rough on it. The town has agreed to store the mural and a high-quality digital picture of the mural has been secured (allowing for recreation of the mural in another format if desired).
- **Day of Caring:** It was agreed that last years' experience with Central Noble's Day of Caring event was positive. Central Noble will be contacted to confirm the date for this year's Day of Caring activities and a couple of possible projects were discussed: (1) an art project at the old Opera House and (2) upkeep around the flower gardens at the courthouse including weeding, fabric and mulching. STAR team members were encouraged to identify additional Day of Caring projects that would be appropriate for Central Noble students.
- **HarvestFest:** With only 7 weeks until this event, there was concern expressed that there was not enough time to complete the necessary event planning and promotion activities for this event. A discussion was had about the possibility of focusing on Scare on the Square activities (October 27th) and incorporating some of the HarvestFest elements into this late October event. Everyone agreed that this was an appropriate approach and committed to helping with Scare on the Square as needed. A motion was made to take this approach, there was a second, and the team voted unanimously to take this approach to HarvestFest for 2023.

**Economic Development:** Gary and his wife Pattie are working with Catchy Creations LLC on a map of all downtown retail/shopping locations and places to eat. When done, this map will be distributed to downtown merchants with the expectation that it will be shared with customers who can then visit other shopping/dining establishments in the Albion downtown corridor. This map should also be displayed on local Chamber and STAR Team websites. This map will also be updated for a Small Business Saturday event during the Black Friday shopping weekend. This updated map will include on its backside a set of coupons and special offers from shopping and dining establishments in the Albion downtown corridor. This will be Albion's first Small Business Saturday event, but the desire is to attract an increased volume of shoppers to downtown Albion during the Black Friday weekend. If successful, this could become an annual event.

## **New Business**

The only item of new business that was discussed was the schedule for future STAR team meetings. It was decided that future meetings would be held on the last Wednesday of each month at 5:30 PM at the Be Noble office in downtown Albion.

**Adjournment**

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent.

**Next Meeting**

Based on the new schedule for STAR Team meetings, the next meeting will be held on August 30, 2023 at 5:30 at the Be Noble Office (110 S. Orange Street).