



**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, October 25, 2023  
5:30 PM

**Meeting Minutes**

Meeting minutes prepared and submitted by Gary Gatman on 11/28/2023.

**Call to Order**

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 5:36 p.m.

**April/May/June Meeting Minutes**

Meeting minutes from the August 20 and September 27 were reviewed by STAR team members. A motion was made to approve both sets of minutes, there was a second and the team unanimously approved both sets of minutes.

**Treasurer's Report**

Mary Ann (Treasurer) shared a quick financial update with the team for information through September 30. The September 30 bank balance was reported to be \$17,312.82. There was a discussion about whether a bill had been received from Country Scapes for downtown flowers. This needs to be looked into to ensure payment was made (but it could have been made through the Chamber). In the future, alley and pocket park flowers will come out of the flowers line item in the budget to keep records more consistent. The PayPal needs to be updated and Lori/Mary Ann will work on this before the next meeting.

**Volunteer Hours**

Board members were reminded to continue keeping track of their volunteer hours. The volunteer hours tracking sheet was passed around and filled out by members in attendance.

**Cut Necessary Checks**

There was one check that needed to be cut in the amount of \$89.93 for Steve Hook to reimburse the following expenses: (1) Fox Den expenses for Day of Caring purchases, (2) leaf bags also purchased for Day of Caring activities, and (3) cards for the live Clue game. There was a motion to approve this reimbursement, there was a second, and the motion was unanimously approved.

## Sub-Committee Reports and Projects

### Organization

- **State Reporting:** Steve is still working on the DLGF E-1 report. The report can be submitted but must be signed off on by a second person. Given the financial nature of the report, it was agreed that Mary Ann/Treasurer would be the official sign off on this report when submitted. Steve will also work on the NP-20 report soon as well. The needed communication/information from the state has been received which will facilitate the completion of this report.
- **Bylaws Review:** Bylaw revisions were quickly reviewed one final time. There was a good discussion on board terms and turnover and everyone felt that good provisions were in place to address these topics. The decision was also made to not move ahead with email voting. If a quick decision is needed, it was agreed that a quick Zoom meeting could be called. With these final decisions in place, there was a motion to approve the new bylaws. There was a second to the motion followed by a unanimous vote to approve the new bylaws.
- **Town Hall Meeting:** At the Albion town hall meeting, Steve indicated that he deferred accepting the \$5,000 annual town contribution for 2023. The STAR team will still receive \$5,000 in 2024 from the town but Steve believes if needed the deferred \$5,000 could also be accessed.
- **IN Main Street Reporting:** Templates have been provided to begin working on required reports including the work plan. There is a January 15 deadline and the team will work on this information at its November meeting.

### Project Design and Promotion

- **Pocket Park:** The pocket park has come together nicely and finishing touches are being applied. There was a discussion about adding some lighting and some whiskey barrels to enhance the pocket park. It was agreed that these would be good additions so options for adding these items will be explored.
- **Gazebo:** Work on the gazebo is on hold until construction at the courthouse is completed. Current projections are for the work to be completed in roughly 18 months.
- **Downtown Market:** Efforts to grow the market were met with challenges this past year. A decision on how and whether to continue the market was tabled and will be discussed next spring.
- **Damaged Mural:** There is no update on this topic and it was decided to leave the mural in place until spring. The team does have a digital image that will allow the mural to be replicated next year if that decision needs to be made.
- **Master Gardeners:** There was a discussion about the opportunity to partner with the master gardeners on downtown projects. This could include flowers around the fountain, the ally, and the pocket park. The STAR team could pay for the materials for these projects but the master gardeners could work on these projects to enhance the beauty of the downtown area. The master gardeners will be approached about a possible partnership to see what their thoughts about this opportunity.
- **Scare on the Square:** Everything is in place for this year's event. The event will be held from 5:30 to 7:30 and will once again include the library's Harry Potter event in Celebration Alley. There will also be a traveling oddities museum this year for people to visit. Security, road restrictions, and all necessary pylons are ready to go for the event. It was discussed that the staff working in the county annex need to be reminded to clear out their cars (if they parked on the street) by 4:30 to allow trunk or treat participants to begin setting up. Several hundred children are expected again this year and those passing out candy have been advised.
- **Christmas in the Village:** Steve attended the planning meeting on November 9 and it appears the school has worked out everything needed for this event. There was discussion about decorating



Celebration Ally (including a photo setup) and a treasure hunt. These will be explored as possible STAR team contributions to the event.

### **Economic Development**

Pattie Gatman and Lori have completed work on the new map of the Albion downtown which identifies places to shop and eat/drink. The map has been well received and many additional copies will be distributed on Small Business Saturday which is from 10AM to 2PM on November 25. Everyone was encouraged to support local businesses on Small Business Saturday and to share news about the event with others.

### **Adjournment**

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 7:03PM