



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Monday, December 16, 2024

Meeting Minutes

Meeting minutes prepared and submitted by Gary Gatman

Attendees: Steve Hook, Mary Ann Troutner, Shelli McBride, Gary Gatman, Everett Newman, Dawn Jones, Lori Gagen, Pattie Gatman

Call to Order

The Albion STAR Team meeting was called to order by President Lori Gagen at 5:40 p.m.

Minutes

Since there was not a quorum at previous meetings, June, July and August 2024 meeting minutes were reviewed. There were no questions or amendments. A motion was made to approve all three sets of minutes. There was a second and a unanimous vote to approve the minutes.

Financial Statements/Information

Mary Ann (Treasurer) shared an update with the team for financial statements ending November 30, 2024. The current bank balance was reported to be \$17,554.10. A couple of specific expenses were reviewed which included \$400 to seal the mural in the pocket park and \$50 for a donation to the fire department. There was a motion to approve the financial statements as presented, there was a second, and the team voted unanimously to approve. Two new expenses were then reviewed for reimbursement. The first was \$48.20 for copies made in support of the Christmas in the Village event. The second was \$122.23 that was spent on materials to seal the mural in the pocket park. Both expenses were reviewed, and a motion was made to approve the reimbursements. There was a second to the motion and the team voted unanimously to approve.

Volunteer Hours

Lori shared that this will be a focus in 2025 but that we will return to collecting this information at each STAR Team meeting. Board members should come to each meeting ready to report on their volunteer hours.

Committee Reports and Projects

Organization

- **2025 Work Plan and Required Reporting:** Lori offered a quick summary of support the team can expect from OCRA and the STAR Team's affiliate status. The work plan is being finalized and will report on 2024 activities and detail plans and strategies for 2025. Lori will share the work plan with the team soon and comments from all board members are encouraged. The work plan is due on January 15, 2024.

- **2025 Budget:** The team reviewed a summary of 2024 expenses and had discussions on multiple line-item budgets. Key discussions included:
 - The future of Albionopoly was discussed. Two thoughts were discussed. First, new strategies could be developed that would increase community participation and make the event larger and more impactful on the downtown. Second, there was a discussion about events or activities that could take the place of Albionopoly on the event calendar that would draw more participation. A chili cook-off and a downtown veteran's event/picnic were discussed as two possible options. This discussion will be picked up at the January 2025 meeting.
 - In 2024 there were expenses for sidewalk signs to support Christmas in July and Ladies Night. Reusable signs were purchased and should last the STAR Team several years. There will be no need to budget for sidewalk signs in 2025 unless a new event is organized.
 - Scare on the Square is a popular STAR Team event as is the summer kick-off. As everything continues to get more expensive, it was agreed that the STAR Team should plan for small increases in the budgets for these events in 2025.
 - The STAR Team will continue to support the flowers in downtown Albion and will likely need to purchase new flowerpots for the pocket park.
 - There was a discussion about the need to put a small amount of resources in mural maintenance for 2025. The mural on the exterior of the Fox Den Coffee Shop will need to be taken down and repaired. Pattie will reach out to Chris Manors, a local contractor, and get a quote for taking the mural down.
 - The gazebo budget is still being held in reserve pending completion of the courthouse renovations. This could be a project that begins in earnest in the summer or fall of 2025.
 - Using the information discussed, a 2025 budget will be prepared and reviewed at the January STAR Team meeting. Lori encouraged board members to share any additional budgetary thoughts between now and the January meeting.
- **2025 STAR Team Annual Meeting:** It was agreed that the March meeting of the STAR Team will serve as this year's annual meeting. Community members/leaders and downtown merchants will be invited to attend and participate in discussions.

Project Design/Events/Promotions

- **Murals:** The mural in the pocket park was sealed and has been protected.
- **Christmas in the Village Review:** The event was as popular ever and central noble school's team was recognized for their planning efforts in support of this event. The hunt for Whoville figures was well liked but feedback was that the figures were too small and hard to track down. Different activities that will drive traffic into downtown businesses will be explored for next year.

New Business

Three items were discussed. First, there was a discussion about the 2025 event schedule and a draft will be reviewed at the January meeting. Marketing for the event schedule will begin shortly thereafter. Second, the STAR Team will want to coordinate flag/banner efforts in the downtown with the Chamber and Visitor's Bureau since they both have flag/banner programs as well. And third, there is a need and desire to dig deeper into a preservation ethic for the downtown Albion and this will become a focus in 2025. Historical markers/plaques that highlight and bring attention to significant downtown locations was an example of a project that could be pursued. Grant opportunities will be explored to determine if there is any funding available to assist with this effort.

Adjournment

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 7:10 PM.