



**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, August 30, 2023  
5:30 pm  
Be Noble Office, 110 S Orange St

**Meeting Minutes**

Meeting minutes prepared and submitted by Steve Hook on 10/21/2023.

**Call to Order**

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 5:35 p.m. Prayer was offered. Those in attendance were Anne Kilgore, Dawn Jones, Everett Newman, Gary Gatman, Helen Newman, Lori Gagen, and Steve Hook. Quorum was met.

**May/June/July Meeting Minutes**

It was determined after discussion that there will be no meeting minutes for May since notes were lost. No recording was made for the May meeting either. There was no meeting in June since June's meeting was carried over to July 24th. The July meeting minutes were reviewed and approved unanimously.

**Treasurer's Report**

Lori assisted Mary Ann with preparing the Treasure's report covering January through July. Lori will place them on the [albionstarteam.org](http://albionstarteam.org) website. Mary Ann (Treasurer) presented the July 31, 2023, Treasure's Report with the Board. The previous bank balance was \$18,450.60. No income came in. There was a \$2,460.00 expense for 28 feet of new fencing in the pocket park to Yoder Fence—this was paid by an Albion Town Redevelopment Commission (RDC) grant. The monthly ending balance is \$15,990.60.

There was additional discussion about the Town's \$5,000 commitment. Town Clerk/Treasurer Carol Shelby and Town Manager Jacob Ihrie are in discussion about STAR Team how to release funds. Jacob has proposed releasing funds as reimbursement for expenses. The Board discussed how the funds need to be received for covering various organizational expenses. 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**

President Hook passed the volunteer hours sheet for Board members fill out. The sheet covered the months May through August.

## Cut Necessary Checks

Mary Ann cut two checks that were approved by the Board: 1) \$353.95 for flowers/supplies to Dawn Jones; 2) \$41.71 for flowers and fabric from Doc's Hardware to Lori Gagen.

## Sub-Committee Reports and Projects

### Organization

- **State Reporting:** Steve is still looking into submission of the DLGF E-1 report to be 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. The other report to be filed includes the NP20 Annual Report.
- **Bylaws Review:** Lori Gagen dispersed copies of the updated Bylaw revisions which were discussed and notated with questions/corrections. Lori reminded the Board that 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 email voting. Lori will have Everett look at this option during his review.

### Project Design

- **Mural:** Steve still needs to get with Matt Young to see if there is any assistance that can be secured in bringing down the mural before winter. As discussed before, 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).
- **Pocket Park:** The pocket park has come together nicely. There was discussion about what could be done to decorate the pocket park for winter with lighting. It was also discussed that Grace with the CVB would like to paint the southern wall green.
- **Gazebo:** The gazebo is currently behind the fencing installed on the Courthouse Square lawn while Courthouse renovation work continues. We may need to wait until construction finishes before considering further work on the gazebo. Mary Ann will contact Jason with Weigandt to gain access to the gazebo, which should be braced before Winter. Dawn and Mary Ann will investigate this. They will also take some needed measurements.
- **Downtown Market:** Kayla Traylor was not present. No report given. Mary Ann will contact Kayla to see if she has plans on contacting vendors for the Scare on the Square event on Oct. 27<sup>th</sup>.

### Promotion

- **Day of Caring:** This project was further discussed amongst the Board. It was agreed that last years' experience with Central Noble's Day of Caring event on Sept 23<sup>rd</sup> was positive. Steve Hook will contact Central Noble 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.
- **Scare on the Square (Oct. 27<sup>th</sup>):** It's time to start planning for this event. Because of the Noble County Library being involved with Dagon Alley to be in the Celebration Station alley, we should prepare for around 600+ kids to attend. Mary Ann proposed a Promotion meeting at the Be Noble Office at 5 pm on Sept. 6<sup>th</sup>. Steve has prepared a business letter to be taken to courthouse square

businesses asking them to be a crime scene location for the Live Clue game. Lori asked to receive a copy of this letter via email.

- **Christmas in the Village (Dec. 2<sup>nd</sup>):** Steve shared that Mariah Keirn with Central Noble Schools will be chairing planning meetings for the event. Tammy Luce will assist but will be stepping down after 2023. We usually help with the lights parade.

### **Economic Development**

Work continues by Gary and his wife Pattie and by 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 STAR Team's annual Erie Insurance general liability insurance policy is up for renewal. The cost is \$385 and is due by Aug. 14<sup>th</sup> (Sept. 12<sup>th</sup>).
- We may investigate working with the Master Gardeners to see if they would be willing to grow flowers for the fountain area.
- There is an issue with our PayPal account. Lori will investigate this matter.
- Mary Ann and Steve will work on preparing and submitting the Albion Town's event application for the Scare on the Square event. Will also work on preparing and submitting the DLGF E-1 report.

### **Adjournment**

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

### **Next Meeting**

The next meeting will be held on September 27, 2023 at 5:30 at the Be Noble Office (110 S. Orange Street).