



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Wednesday, January 31, 2024

Meeting Minutes

Meeting minutes prepared and submitted by Gary Gatman on 2/16/2024.

Call to Order

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 5:37 p.m. It was discussed that for all future meetings, a reminder will be sent out to all STAR Team board members a week or so in advance to ensure good attendance and a quorum.

April/May/June Meeting Minutes

Meeting minutes from the October 2023 meeting were reviewed by STAR team members. A motion was made to approve the minutes, there was a second and the team unanimously approved the October minutes.

Treasurer's Report

Mary Ann (Treasurer) shared a financial update with the team for information through December 31, 2023. The December 31 bank balance was reported to be \$17,008.68. It was also shared that the Chamber had made a \$500 donation for spring flowers during the month of January, so this is not reflected in the December-ending bank balance. There was a motion to approve the financial statements as presented, there was a second, and the team voted unanimously to approve.

Volunteer Hours

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

Cut Necessary Checks

There were no checks required to be issued at this meeting.

Sub-Committee Reports and Projects

Organization

- **2024 Budget:** The 2024 budget was reviewed and discussed. It was noted that with courthouse renovations shutting down parts of the square, the budget may need to be reviewed mid-year to assess any impacts of the renovations. There was a motion to approve the budget as presented, there was a second, and the team voted unanimously to approve the STAR Team 2024 budget.
- **Committee Chairs:** After a brief discussion, a motion was made to continue with the current slate of committee chairs. The motion was seconded, and the team voted unanimously to approve the recommended committee chairs for the upcoming year.
- **STAR Team Board Seats Terms and Vacancies:** With 2 open board seats, a number of possible new boards members were discussed. STAR team members will reach out to these potential board members to assess their availability and interest. STAR Team officers for 2024 were also discussed. It was determined that the STAR Team February meeting will be the official annual meeting of the organization. Per the bylaws, an official vote on STAR Team officers will occur in the meeting following the annual meeting (the March meeting). There was also discussion about reviewing the STAR Team mission and vision statements at the annual meeting so all interested individuals can weigh in on what they would like to see from the STAR Team.
- **State Reporting:** Steve has submitted the annual IMS ODAN report as required by the state.
- **Watering of Flowers:** Lori and a team of volunteers will continue to handle this function using the STAR Team's golf cart. Lori will coordinate the scheduling of this activity.

Project Design and Promotion

- **Event Schedule:** The 2024 event schedule was reviewed and discussed. Again, with the courthouse undergoing significant renovations and the impact on available space to hold events, a number of traditional STAR Team events will need to be tabled for 2024 or reformatted. This includes Albionopoloy which requires all four sides of the courthouse square but all four sides are not available for 2024. Optional locations for holding this event were discussed and will be considered at the next Promotions Committee meeting. A similar discussion was had regarding the Chain O' lakes festival and the STAR Team events that are related to this event. Given the courthouse renovation, the STAR Team will discuss 2024 festival plans with Eric Custer and then determine the STAR Team events that could take place (and where).

Economic Development

Pattie Gatman continues to work on this in collaboration with the Chamber of Commerce. The STAR Team purchased signage for the late fall Small Business Saturday event which was successful. Additional Chamber small business events are being discussed for 2024 and the STAR Team will look for ways to continue supporting these events.

Adjournment

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 6:34.