



**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

Wednesday, March 27, 2024

**Meeting Minutes**

Meeting minutes prepared and submitted by Gary Gatman on 4/13/2024.

Attendees: Steve Hook, Mary Ann Troutner, Shelli McBride, Gary Gatman, Helen Newman, Everett Newman, Dawn Jones.

**Call to Order**

The Albion STAR Team meeting was called to order by President Steve Hook at 5:40 p.m. There were two guests in attendance so a quick round of introductions were made.

**Minutes**

January and February 2024 meeting minutes were reviewed. There were no questions or amendments. A motion was made to approve both sets of minutes. There was a second and a unanimous vote to approve the minutes.

**Treasurer's Report**

Mary Ann (Treasurer) shared a financial update with the team. The current bank balance was reported to be \$16,632.68. There were no changes from the last team meeting. 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. Hours can continue to be reported to Steve Hook.

**Cut Necessary Checks**

In support of the STAR Team's presence at the Noblepalooza event, Steve spent less than a \$100. He will forward receipts to Mary Ann and get reimbursed before the next STAR Team meeting. There was a motion to approve issuing this check, there was a second, and the team voted unanimously to approve the payment once the receipts are received.

**Sub-Committee Reports and Projects**

**Organization**

- **Fill Two Open STAR Team Board Seats:** The Star Team currently has two open seats on the board of directors. It was shared that two individuals have expressed interest in becoming part of the STAR Team board - Pattie Gatman (President of the local chamber) and Jacelyn Hawk (local student). Both

individuals were viewed as excellent additions to the STAR Team board as both are active in the community. There was a motion to add both of these individuals to the board, there was a second, and the team voted unanimously to approve these two board members.

- **Officer Elections:** Nominations were solicited from the team for this year's officers. After a good discussion, the slate of officers put forward included Lori Gagen as President, Steve Hook as VP, Mary Ann Troutner as Treasurer, and Gary Gatman as Secretary. There was a motion to approve this slate of officers, there was a second, and the team voted unanimously to approve these officers for 2024.
- **Mission Statement Discussion:** Steve reviewed the current mission and vision statements for the STAR team. After considerable discussion, there was agreement that the mission should focus on 3 priorities: (1) bringing people downtown Albion, (2) promoting historic preservation in the downtown area, and (3) positively impacting the downtown economic climate. The current mission statement on the STAR Team website reflects these 3 priorities and there was a motion to keep the mission statement as currently reflected on the website. There was a second to the motion and the board voted unanimously to keep this mission statement.
- **Rack Cards:** Rack cards highlighting planned STAR Team events for 2024 were shared with STAR team members. Steve has also provided enough copies of the rack card to the town so they can be mailed out with utility bills. This will ensure all local residents are aware of planned 2024 events.
- **Town Hall Meeting:** The STAR Team will need to formally request the \$5,000 annual contribution that the town of Albion generously provides. Mary Ann will check with town council leadership on what would be the best month to make a presentation and request to the town council.
- **IN Main Street Reporting:** OCRA offered comments on the STAR Team's ODAN report. Comments included: (1) the STAR Team needs to maintain a board roster with terms and affiliations, (2) more budget detail is needed in the STAR Team's budget, and (3) attendance should be reflected in future meeting minutes. Steve will submit a response with the requested information by the April 1 deadline.

### Project Design and Promotion

- **Pocket Park:** 5 whiskey barrels have been obtained to serve as planters in the pocket park. Hanging lights are also being explored that would attach to the building adjacent to the park and suspend out over the park. The STAR Team will work with the town on hanging these lights since the town owns the building.
- **Gazebo:** Work on the gazebo is on hold until construction at the courthouse is completed. This could extend the project into the summer or fall of 2025.
- **Downtown Mural:** There is still a plan to leave the mural in place until late summer. Steve will check with a local contractor on what it would take to remove the damaged mural from the building to which it is currently affixed. Gary and Lori will explore options for replacing the mural with a digital image that could be replicated on metal, PVC or canvas. The team does have a digital image that will allow the mural to be replaced if that decision is made.
- **June Summer Kick Off, Car Show and Kiddie Games:** There are plans to have all June events even with the ongoing courthouse renovations. Mary Ann will work on the application to close streets as needed for these activities. Streets will need to be closed for the car show and for Albionopoly this year. Steve has drafted a letter to employers/sponsors of Albionopoly squares and these letters will go out this weekend. To avoid some of last year's issues, Mary Ann will enforce the commitment deadline for returning sponsorships this year and make available all remaining squares to potential new sponsors. Dawn is bringing games for the kiddie games and coordination efforts are underway with the individuals coordinating the car show.

- **Parade Entry:** Jacelyn will work on possible ideas for a STAR Team entry in this year's Chain O' Lakes Festival parade and a decision will be made on this at the April STAR Team meeting. If resources such as a trailer are needed, several STAR Team members offered to bring or help secure these resources.

### **Economic Development**

Pattie Gatman will be coordinating multiple events between the chamber and STAR Team in 2024. Current plans call for sidewalk sales during the townwide garage sale weekend, multiple networking opportunities, group learning opportunities on topics such as effective social media use, and the downtown's second annual small business Saturday event on Black Friday weekend in November.

### **Other Business**

There was a discussion about opportunities to support efforts to restore a large historical safe on display in the lobby of the new county building (located on the courthouse square). Primary support would come in the form of serving as the 501(c)(3) sponsor of a grant request to be written by county staff. After some discussion, there was a motion to approve serving in this fiscal agent role, there was a second, and the team voted unanimously to approve.

### **Adjournment**

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 7:20PM