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Monday, May 31, 2022

6 pm, El Mariachi Restaurant

**Meeting Minutes**

**Super**

**Town of**

**Albion**

**Revitalization**

**Team**

 www.albionstarteam.org

A member of OCRA’s Downtown Affiliate Network,

associated with Indiana Main Street

Meeting minutes prepared and submitted by Steven Hook on June 12, 2022.

**Call to Order**

The Albion S.T.A.R. Team meeting was called to order by President Steve Hook at 6:00 p.m. Steve lead the group in prayer.

**Board Members Present:** Ann Kilgore, Dawn Jones, Emma Spink, Lori Gagen, Mary Ann Troutner, Shellie McBride, and Steve Hook.

**April 25, 2022, Meeting Minutes**

Steve asked if there were any modifications necessary to the April 25, 2022, minutes prepared by Gary. Hearing none, Mary Ann made a motion to approve the minutes and Shellie McBride seconded. The motion carried unanimously.

**Treasurer’s Report**

Mary Ann shared an update with the team. Previous balance was $7,967.26. For this month, total income is $1,074.23 ($300 from The Arc of Noble County and $774.23 from Rotary—Pocket Park project) and total expenses were $2,825.53. Income included money slated for the Rotary Pocket Park. Expenses include $44.14 (Hover domain name registration and the NoblePalooza event expenses), $96.30 (sign), $188.31 (banner), $1,964.46 (payment of Pocket Park bench), $505.27 (pay pal expenses), and $27.50 (checks). The current bank balance for the STAR Team stands at $6,597.62. Mary Ann explained that the bank balance she has in her check book $6,215.96, $381.66 off. Because of this issue, the Treasurer’s report was tabled. It was discussed for Mary Ann to create three separate accounts in the budget—$5,000 Town funds, Pocket Park project, and the gazebo project.

Discussion focused on a request from the Town of Albion requesting us to provide an accounting of how we spent their last year’s $5,000 donation. Lori asked why the Town is wanting us to provide this information since the money is slated for operating expenses. It would be difficult to determine what expenses should come out of this money and out of our general fund. Also, Town Manager Jacob Irhie told Lori that this year’s $5,000 wasn’t allocated for 2022, but for 2023. If we need money for the Pocket Park or gazebo, Jacob has resources we can tap.

**Volunteer Hours**

Steve passed the volunteer hours spreadsheet around for review and to have volunteer hours added by those present. Volunteer hours should be documented for the scarecrow project, work toward the Market on the Square and other things you even dream about related to the S.T.A.R. Team.

**Cut Necessary Checks**

Checks were needed to reimburse Lori $112.24 for glow sticks, bracelets, and necklaces, and $138.78 for 20 vests. There was a motion to approve Lori’s reimbursement of $251.02 and a second. The motion passed by unanimous vote.

**Sub-Committee Reports and Projects**

**Organization**

* **Chain “O Lakes Festival Parade Participation (June 11th):** Steve has submitted our parade application for the S.T.A.R. Team entry in this year’s festival parade. A couple different options were discussed, but we will walk, carry a banner, and hand out candy and flyers. Lori will print a 2 ft x 6 ft banner at the maker space in the Albion Library. The theme for this year’s festival and parade is “Courage to Start, Heart to Finish.” Line up is from 2 pm to 3:30 pm at the Central Noble High School. We will plan on meeting around 3:10 pm. We can wear the new volunteer vests purchased by Lori.
* **Albion Fireworks (July 1st):** Both Lori and Mary Ann have reached out to Casey Myers notifying him our intent to participate with the July 1st Forth of July fireworks event. We are planning to set up a table promoting main street events, do face painting, and sell glow sticks, bracelets, and necklaces for $1. possibly. Shellie will provide a pop-up tent. A 4-H group will be assisting with the bounce houses, taking us off the hook.
* **Volunteer vests**—Lori displayed yellow vests she purchased for use by volunteers during our events. She purchased 20 in various sizes at a total cost of $138.78. There will be an added expense for adding the vinyl logo and lettering. A variant of our S.T.A.R. Team logo is on the back with the word of volunteer on the back and front.

**Project Design**

* **Market on the Square:**  The downtown Farmer’s Market was held on Memorial Day, May 30th. This event will now be named the Market on the Square. The May 30th market was moved from the alley next to Hidden Ego to the sidewalk on the east side of courthouse square. Four vendors were in attendance. Those present and attended the market said it went well. The vendors were asked to please come back. There was plenty of walking space on the sidewalk between the vendor’s booths and the curb.
* **Gazebo Repairs:** Steve reported on a May 4th meeting Dawn and Steve had with Knot Just Decks. Their quote had four options totaling $21,050. There may be opportunities to partner with others, do some of the work ourselves, and to delay some of the work until next year. The structure looks good and would look like new cedar upon a good pressure washing. It was asked if this project could apply for a Town façade grant—not likely. However, talking with Jacob we might be able to receive TIF funds. It was also mentioned that the Builder’s Association says construction material costs may soon drop. So, delaying some of the work for later may save money. Money left in the Courthouse Square Preservation Society (CSPS) funds ($5,258.71) may be able to contribute to this project--$2,500 was earmarked. Lori suggested that after our upcoming Saturday, June 4th meeting with the CSPS we meet with Jacob Irhie to discuss the gazebo project and see what TIF funds he may provide.
* **Mural Repairs:** No update on this. We discussed the condition of the mural and ways of preserving it, including the possibility of removing the mural, storing it and taking a high-quality photo of the mural and printing it on velum. We could reach out to Darlene Bender (although now isn’t a good time because of the health of her niece) to see if she has a picture of the mural or simply put out a call. We could also reach out to the mural community in Fort Wayne for advice.
* **Pocket Park Update:** Steve mentioned that the bench and picnic table have been delivered to the Albion Town Hall. We can determine a time to assemble the items.
* **Mr. Noble**—No update currently.

**Promotion: (Mary Ann-Chair)**

* **Event Planning:** The event schedule for 2022 was reviewed and discussed at length. Highlights of the discussion include:
	+ *June 3 Life Size Games:* Holy Smokes BBQ, Kona Ice and an Albion Rotary booth selling walking tacos will be positioned on the west side of the courthouse along the north side of N York St.  Doug Ebby will manage the cornhole tournament (which he has had a good response) located just south of the food vendors. There is a $15 entry fee (which we get to keep) and the S.T.A.R. Team will provide cash prizes of $125, $75, and $50. A cash bar by Hidden Ego Event Center will also be available between the Corn Hole play area and the food vendors. Our cost for this event is Doug’s cost for both the cornhole and bar of $400 and $250 for cash prizes (to include a mix of cash and Be Noble gift cards). Dawn will provide the games. Lori will provide EDC lanyards for volunteers to wear during the event. Lori shared details of a conversation she had with Greg Schneider, organizer of the Chain O’ Lakes car show. He is concerned about the presence of alcohol during the event due to previous car damage incidents related to drunk individuals and potential smoke residue from the BBQ vendor. We will designate the area for alcohol south of the crosswalk between the courthouse and the County Annex building. We may provide a checkboard for using the life-sized game pieces from Hidden Diamonds Park. We are to meet around 4:15 for event setup, including setting up barricades and directing the food vendors to enter from N York St off W Main St. Doug will take care of the cornhole setup by 5 pm and tournament play at 6 pm. Lori asked if Dawn would create a chalk sign for the event on her chalk board. Emma and Ann will prepare around 100 bags of candy for distribution. We will set up a S.T.A.R. Team table with our new stand-up banner and the projects poster.
	+ *June 8 Kiddie Games:* Dawn and Steve will decide on a few games and Emma and Ann will prepare around 100 bags of candy for distribution. No money to be handed out. Let the kids just have fun playing the games.
	+ *July 29 Albionopoly:* Steve presented a proposed business letter to be mailed out to last year’s game board sponsors. Steve will use last year’s sponsorship spreadsheet for the mailings.
	+ *September 17 Fall Celebration/Scarecrow Seminar:* Lori talked with Doug Ebby about holding a cornhole benefit during this event for either the Food Pantry or the S.T.A.R. Team. The committee wants to move forward with this proposal. It will only happen if alcohol is included. Lori spoke with Larry Palmer about kettle corn and a tractor exhibit during this event. Lori is inviting a cloggers group to participate as well. After Chain O’ Lakes event, we need to start talking about the Fall Celebration activities to include, a car cruise-in (ask Stan Jacob to organize), frog jumping contest, a spelling bee, a pumpkin carving/painting competition, the kids train, the tractor show, and kettle corn. We could consider using the courtyard area in front of the new County Annex for entertainment.
	+ *October 28 Scare on the Square/Live Clue/Trunk-or-Treat, Coloring Activity:* Activities will be planned after planning for more immediate events is completed.
	+ *December 2 Christmas in the Village:* Holiday festivities will be planned after more immediate events have been completed.

**New Business**

* Chris contacted Mary Ann about a $300 donation requested from the S.T.A.R. Team to go toward repairs on the water fountain. Steve explained that he approved the donation at a recent Albion Chamber meeting. Also, Steve mentioned $500 has been added to the Albion Chamber’s annual budget to be given to the S.T.A.R. Team.
* The annual Courthouse Square Preservation Society meeting will happen on Saturday, June 4th, 8 am at the Kountry Kitchen. This will also be a joint meeting with the S.T.A.R. Team. We will be discussing how to join the two organizations into one. Lori believes after reviewing the CSPS’s bylaws we don’t need a Memorandum of Understanding, but simply elect a new Board of Directors from those present representing the CSPS (Judge Kamer, Don Shultz, and Steve Hook).
* Steve asked the County Commissioners for permission to use the Courthouse Square for this year’s S.T.A.R. Team events. We may be able to use the new courtyard in front of the new County Annex building.

**Adjournment**

A motion was made to adjourn, and it was seconded. The motion carried. The meeting concluded at 7:40 pm.

**Next Meeting**

Two upcoming meetings:

* IMS Annual Assessment (Allie Daugherty)—Monday, June 27th, EDC Office at 6 pm.
* Next STAR Team meeting—Tuesday, June 28th, El Mariachi Restaurant at 6 pm.