



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Wednesday, October 22, 2025

Meeting Minutes

Meeting minutes prepared and submitted by Gary Gatman

Attendees: Lori Gagen, Steve Hook, Mary Ann Troutner, Gary Gatman, Pattie Gatman, Evonne Taylor, Kelly Spear, Everett Newman

Call to Order

The Albion STAR Team meeting was called to order by President Lori Gagen at 5:00 p.m.

Meeting Minutes

August 2025 annual meeting minutes were reviewed. There were no questions or amendments. A motion was made to approve the minutes. There was a second to the motion followed by a unanimous vote to approve the August meeting minutes.

Financial Statements/Information

Mary Ann (Treasurer) shared an update with the team on August and September financial statements. The beginning bank balance was reported to be \$21,703. There was a \$385 payment for mural removal so the ending balance was \$21,418. There was a motion to approve the financial statements as presented, there was a second, and the team voted unanimously to approve. Five additional items were discussed at this point:

- An invoice for Gazebo repair work has been received from Troyers in the amount of \$7,254. This invoice reflected a discount of \$637 which was identified a donation to the project by Troyers. STAR Team members were encouraged to inspect the work before the invoice was paid. The decking will need staining, but the new wood will need to weather before staining can be done.
- There was a recent \$100 cash deposit from the Fall Celebration event.
- Steve had an expense approval in the amount of \$37.51 for printing costs associated with the live clue game. He will turn in the receipts soon.
- Since general STAR Team funds were used to support Fall Celebration activities for the past 2 years, it was proposed that the Harvest Festival Fund be transferred from the restricted fund it sits in to the STAR Team general fund. There was a motion to support this transfer of funds, there was a second, and the board voted unanimously to approve the transfer.
- There was a deficit of \$230.92 in the golf cart account due to repairs that had to be made. There was a motion to move \$230.92 from the general fund to the golf cart fund to cover this deficit. The motion was seconded and the board voted unanimously to approve the transfer.

Volunteer Hours

Lori reminded everyone to report their volunteer hours for work done in connection with the Fall Celebration, the United Way Day of Caring, and the recent Scare on the Square event.

Organization Committee

Lori shared that, although flower watering activities are done for the year, the downtown watering schedule worked well this year and the golf cart was a huge asset to support this important activity. The town has agreed to store the large pots for the STAR Team again this year which is a huge help. There was a recommendation that the STAR Team create a small budget that would support Christmas decorations in the new pocket park. A motion was made to allocate \$250 to support this activity, there was a second, and the board voted unanimously to approve the budget for pocket park decorations.

There was a quick discussion about required and extensive ODAN reporting and the benefits to the STAR Team of its affiliation with the Indiana Main Street program. It was also noted that attending a community exchange meeting is a requirement of this affiliation. Lori and Steve will attend the next exchange meeting in southern Indiana to meet this requirement. Future discussions will be planned to discuss the teams desire to continue its affiliation with the main street program.

Project Design Committee

- Central Noble School's Day of Caring was on September 12 and Steve provided an update on several projects that were addressed that day, including weeding the fountain flower beds, general clean up activities, and an FFA fund raiser.

Promotion Committee

The Fall Celebration was reviewed. There were 19 vendors along with other activities (care show, etc.) and the event was generally well attended and successful. Scare on the Square is up next and should bring a large contingent of families to Albion's downtown. Steve is planning the live Clue game and is working with the Scouts and a handful of downtown businesses to cover the required stations.

In terms of promotion, there was a discussion about an opportunity to feature downtown Albion in the upcoming CVB (Visitors Bureau) folded map. This would be a paid promotion and there were several options. After a quick discussion, a motion was made to allocate funds to purchase and feature our downtown on the back cover of the CVB map. There was a second to the motion and the board voted unanimously to approve the promotional expense.

Economic Development Committee

Small Business Saturday (November 29) is being planned again in coordination with the Albion Chamber. The event will mirror last year's very successful event with prize drawings being made available to shoppers who shop downtown on small business Saturday. Flyers about the event are being distributed this week, new maps have been produced, and items are being collected from downtown merchants to put in prize baskets.

The Committee, again in concert with the Albion Chamber, is also looking at a Christmas event this to coordinate with the Christmas in the Village event. The event would feature downtown merchants each decorating a themed Christmas tree. Downtown visitors can vote on their favorite tree by making small donations at each merchant location. All donations collected will be given to a local charity. Prizes will be

made available to merchants whose trees get the most votes/donations. Tree voting will occur from November 28 through December 20.

Old Business

- Although Gazebo repairs have been completed, there is still a need to get some brick work done on the floor of the gazebo. Two quotes to do the work have been received (\$2100 and \$1268). There was a motion to accept the \$1268 quote, there was a second, and the board voted unanimously to approve the brick work to be done.
- An update on the mural was provided by Pattie Gatman. Pattie has talked with the original artist who did the mural work and she is going to look at the mural pieces now that they are down and available for inspection. Pattie will get an update from the artist as soon as possible.

Adjournment

A motion was made to adjourn. The motion was seconded and was approved by unanimous consent. Meeting was adjourned at 6:55 PM.