



**Super
Town of
Albion
Revitalization
Team**

www.albionstarteam.org

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

Wednesday, December 17, 2025

Meeting Minutes

Meeting minutes prepared and submitted by Lori Gagen

Attendees: Lori Gagen, Steve Hook, Mary Ann Troutner, Kelly Spear, Everett Newman, Helen Newman, Kayla Traylor

Call to Order

The Albion STAR Team meeting was called to order by President Lori Gagen at 5:30 p.m. at the NCPL.

Meeting Minutes

October 2025 minutes were reviewed with 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 as submitted by Gary Gatman.

Financial Statements/Information

Mary Ann (Treasurer) shared an update with the team on October and November financial statements. Lori Gagen noted that the Gazebo Fund has been fully depleted, so no further accounting will be necessary for those restricted funds going forward. \$127.22 was expensed from the General Fund in order to complete all Gazebo repairs, including a new roof, railings, benches, and brick floor repairs; this is the amount the expenses exceeded the restricted funds available. Lori also noted she did make the paper transfer of funds from the General Fund to Golf Cart Fund in the amount of \$230.92 to erase that fund's deficit and leave a \$50 balance to go into the next year.

New expenses were approved for payment. \$66.37 to Lori Gagen to reimburse for Steve Hook and Lori to attend the Indiana Main Street Community Exchange in Brookville, IN on Dec. 5. \$165.55 to Catchy Creations LLC to reimburse for a set of four new "Christmas in Albion" sidewalk signs to support Chamber promotions. A motion to approve payment was made by Helen Newman, seconded by Kayla Traylor. Motion passed.

Lori will send PayPal credentials to Mary Ann. There is a balance that needs to be transferred to checking.

Volunteer Hours

Lori passed around sheets to collect volunteer hours.

Organization Committee

Lori reported that the annual report required by Indiana Main Street to retain the ODAN affiliation was submitted. A copy of the full report is available to anyone interested in reviewing it and a summary will be provided at the next annual meeting.

Project Design Committee

Dawn was absent. Lori reported that the \$500 the committee budgeted for new benches where needed, thought to be a good project for the students who volunteer for Day of Caring in September, were not used. This could still be a good project to consider in 2026.

Promotion Committee

Scare on the Square: Mary Ann reported that more than 700 kids attended Trunk or Treat in October. The committee discussed Scare on the Square and these were the notable outcomes and suggestions:

- Try to get more cars to participate in Trunk or Treat
- Have some carnival-type activities/games to help reduce the amount of candy needed and enhance the experience
- Find a way to prevent families visiting for candy more than once; Troutners saw same people come back for more
- Consider having one or two food vendors; Albion Pizza Depot was slammed afterwards; or maybe at least vend cider and popcorn
- Gatmans have indicated they want to take a bigger role in planning this event
- Plans need to be made further in advance; too rushed the “day of” for some details
- Kayla is also interested in chairing or co-chairing this event

Live Clue: Concerns about the lack of team participation in Live Clue, no winner, and the amount of last-minute chaos to pull off this game led to the likelihood of not investing time/resources into this again and instead focus on adding easy carnival games and coordinating prizes.

Summer Kick-Off: The committee also discussed the Summer Kick-Off and set the date for May 29, 2026. Kayla wants to take the lead to manage this event and work in collaboration with Mary Ann. Mary Ann will provide Kayla with the contact info for a bounce house vendor she knows. Bounce houses require electricity, so more diligence will need to be done in order to see if/where one can be placed – with the town and/or county. Other ideas for May 29:

- Petting zoo
- Food vendors
- Market vendors

Lori will reach out to Eric Custer as a precursor and advise Kayla and Mary Ann about next steps to work in collaboration with the Chain O’ Lakes Festival on the Kick-Off.

America 250 IN Noble Block Party: Lori reported some updates about the America 250 planning committee and noted the Albion July 3 fireworks will be more heavily promoted as part of the countywide celebration. A “Block Party” is also planned on July 3, in the afternoon, around the courthouse square. The STAR Team has been asked to consider being the “point of contact” to help manage the necessary event permits. Lori has also asked the CVB to poll the Town Council for their commitment to help before accepting this role.

Fall Celebration: Lori agreed to chair this event again in 2026. The event date will be September 16, 2026. Some of the activities Lori hopes to bring forward include:

- Chalk Walk – with Kelly leading this activity
- Vendor Alley
- Pumpkin Painting – with Kayla leading this activity
- Live music; considering Joe Justice or other professional acoustic acts
- Kids activities – “Rekt” was mentioned

Lori noted that the event has a healthy funding balance, so hiring some activities and entertainment should be doable.

Economic Development Committee

Christmas in July: The committee is wondering if the Chamber will have a July promotion. Pattie Gatman was absent, so this question was tabled. Lori also shared news that Steve was told that Central Noble will not take the lead on Christmas in the Village in 2026. The consensus of members present is for the STAR Team to take on the event to ensure it does not slip away.

Old Business

Gazebo Dedication: Lori sought some consensus on when to hold a Gazebo renovations dedication and recognize the memorial gift from Dr. Frazee in honor of his father, Charles Frazee, with a new plaque. Steve made a motion to hold the dedication ceremony on July 3 during the America 250 IN Noble Block Party. Mary Ann seconded the motion and it passed. Mary Ann agreed to work on getting a plaque design and quote for that presentation for the committee to review. There was some related discussion about what the plaque might say, which led to a need for more information. Lori will reach out to county historian Sarah Knopp to see if she can provide any facts around the history of the structure.

100 S Orange Mural: Gatmans were absent, so the topic was tabled for a later date. No one present could report any updates on whether or not the artist has provided any recommendations.

Adjournment

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