

Promotion Committee Meeting Notes

8/17/23

Those present: Mary Ann Troutner, Steve Hook, Dawn Jones, Ann Kilgore, Lori Gagen.

Miscellaneous updates:

Mary Ann and Dawn provided a quick update regarding the flower garden at the fountain. They have lined up volunteers from the Chain O'Lakes Community Re-Entry Center to add mulch to the garden on August 17. Mary Ann connected with Zack Allen at the facility by calling 260-636-3114, extension 1 and was told "any time" help is needed, to reach out. Dawn will have two loader buckets dumped close by for them to move into place.

If construction at the courthouse permits, the crew will also power wash the gazebo.

Scare on the Square:

The group determined the following event details

Friday, October 27, 2023

5:30 PM start time

- Candy hand-outs from 5:30 – 7:30 PM, or until candy runs out
- Trunk or Treat parking will be along York Street in front of the Annex
- If the school bus comes, it will be parked diagonally at the intersection of York & W. Jefferson
- Vendors can be alongside Trunk or Treat vehicles and/or on W. Jefferson b/w York & Oak
- Winning Trunk or Treat vehicle décor wins \$25
- Nothing is planned on W. Jefferson b/w SR 9 & York, but blocked for safety purposes
- Clue Game starts at the Annex courtyard - \$25/team; Lori plan to have a portable PA to start
- Winning Clue team wins \$50
- Clue Game team check-in after playing will be at the Police Booth; Scott Cole will emcee/announce
- NCPL will be in Celebration Station with Harry Potter activities
- Two security officers will be hired by STAR Team to help ensure safe crossings
- Two porta-potties will be placed at the corner of York & Jefferson – at the Annex
- The Annex courtyard will be called "Scare Village" – vendors/activities can be in that location

Street closings (for event application):

- York Street between W. Main & W. Jefferson Street
- W. Jefferson Street between SR 9 & Oak Street
- If we need the alley b/w Hidden Ego & Opera House, we will move the barricade to the back

Event discussions led to the following responsibilities:

- Lori will work on updating the website details and open up registration forms for Trunk or Treat vehicles and Clue Game team entries. She will update everyone when they are done
- Lori will order take care of ordering porta-potties
- Lori plans to set up a projector and show old movies at the courtyard (public domain classics; no license required)
- Lori will file the event application with the town
- Mary Ann will contact Bob Amber to request the fire truck participate
- Mary Ann will follow up with Kayla Traylor re: vendors; Lori has all of the previous vendor contacts if needed
- Mary Ann will secure two security officers
- Mary Ann will contact Jason Brown to see if he will help as a crossing guard
- Mary Ann will take care of prize money – we need \$25 for best Trunk or Treat vehicle décor; \$50 for winner of Clue game; \$200 for security
- Mary Ann will contact Jamie Parker at CN to seek collaborations
- Steve will contact Suzie Pender at NCPL to see if staff will play the 7 perps for Clue Game
- Dawn and Ann will coordinate Trunk or Treat vehicles
- Dawn will create a banner for “Scare Village” at the Annex

Committee housekeeping

Lori asked to create a Promo Committee Roster to improve communications and increase participation. The group identified the following as people to invite to all Promo meetings. If anyone knows others interested in helping with any events, please send contact info to Lori to add to this roster:

STAR Team Board of Directors members: Steve Hook, Lori Gagen, Mary Ann Troutner, Gary Gatman, Dawn Jones, Ann Kilgore, Emma Spink, Helen Newman, Everett Newman, and Don Shultz.

Pattie Gatman
 Kayla Traylor
 Shelli McBride
 Greg & Aricelli Leatherman
 Jamie Parker (CN)
 Scott Cole
 Kay and Owen Craig
 Suzie Pender
 Heidi Copp (CN Choir)
 Jason Brown

The next Promo Committee meeting will be held on Wednesday, September 6 at 5 PM at the Be Noble office meeting room, 110 S Orange Street, Albion.

REMINDER: The next Board meeting is Wednesday, August 30 at 5 PM at the Be Noble office.

- Lori Gagen

