

May 7, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center, Conference Rm. 1

3 Primrose Street, Newtown, CT

NDCT met at 9:30 am. Present were Mary Jane McNamara, Lea Embree, Chris Kelsey, Tom Kelleher, Elizabeth Rallo.

Reviewed prior Action Items:

- . Elizabeth reported on May 2nd meeting and review with Dept. Heads concerning the AidMatrix process.
- . Ann has identified and allocated all health items in AidMatrix.
- . Keith contacted Michelle Hiscavich re instruments. She will notify NDCT of new offers received so they can be entered and tracked. She will send an e-mail of those presently active.
- . Keith has assigned BOE items to the cart, but is awaiting AidMatrix listing of SHS recipient in the system.
- . Kathy has made request to AidMatrix regarding corrections and recipient listings.
- . Mary Jane submitted hard-copy of Lottery items and responses from families.
- . Chris Kelsey reported Newtown Forestry Assn. still awaiting go-ahead on temporary holding area for planting trees and bushes.

Reviewed/Allocated Donations existing in queue:

- . Cultural Arts - Completed
- . Blank designations - Completed

Review/Allocate new donations:

- . New scholarship donation was discussed. MJ and Tom will contact Keith (BOE) to fast-track offer either to Newtown Memorial Scholarship Assn. or to High School contact.
- . Summer rental home in Maine will be entered in system and sent to families as part of Lottery.

Summarized New Action Items:

- . Mary Jane and Lea will review Cultural Arts, Parks & Rec., HR, IT, Library and Police categories, filter on "new" to see if all have been allocated correctly, and send to Dept. Heads.
- . Elizabeth will review Families and First Responders category and send to Dept. Heads.
- . Keith will continue working on BOE entries.
- . Ann will allocate Social Services and Health categories and send out to Dept. Heads.
- . Chris Kelsey will check on potential placement of 26 memorial trees requiring planting.
- . Kathy or Kieth to confirm AidMatrix corrections/listings of recipients.

Next meeting set for May 14, 2013 at 9:30 - 11:00 am at the Municipal Center, Meeting Room 1.

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of The First Selectman at 270-4201 at least 48 hours prior to the meeting.