

June 11, 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, Kathy Fetchick, Tom Kelleher, Chris Kelsey and Elizabeth Rallo, with Keith Alexander on the telephone conference line.

Reviewed prior meeting Action items:

- . Group discussed general process for allocating to recipients, resulting e-mails, and some mistaken assumptions concerning acknowledgements and reassignments. The AidMatrix system is somewhat cumbersome (particularly "sorting") and a new recording system will be established to record new donations and their allocation in easily read spread-sheet format.
- . Chris confirmed that trees were being accepted by Newtown Forestry Association but plants and bushes would have to be allocated to Parks and Rec.
- . Tom and Kathy reported on continuing assistance to SHES recipient, Amy Dent.
- . Lottery completed. Some ongoing questions being answered by Elizabeth.

Reviewed/Allocated Donations existing in queue:

- . Elizabeth reported on progress with finalizing allocations to Dept. Heads. They will be contacted this week to answer any questions about the process.
- . A few (approximately ten) donations required group discussion regarding allocation.
- . The new categories of "New Building" and "Memorial" need to be established and items reallocated as appropriate.

Review/Allocate new donations:

- . Group discussed proper way to handle an extension of a donation and how to add it to AidMatrix so it will properly reflect the number and acceptance by recipients for accurate tracking purposes.
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Summarized New Action Items:

- . Kathy will set up "Memorial" and "New Building" categories and check for any Health items not yet assigned and also look into creating specialized reports.
- . Ann will check for any Social Services items needing allocation.
- . Mary Jane will check any HV donations.
- . Elizabeth will re run the complete report of items needing attention and e-mail to group.
- . Keith will continue to review BOE items and assign them.
- . Lea will post minutes and agenda for next meeting.

Next meeting set for June 18, 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.