

July 16, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center, Conference Rm. 1

3 Primrose Street, Newtown, CT

NDCT met from 9:30-10:30 am. Present were Mary Jane McNamara, Lea Embree, Ann Benore, Tom Kelleher, and Elizabeth Rallo with Keith Alexander on the phone.

Reviewed prior meeting Action items:

- . Group discussed status of allocations. Elizabeth reported that each Department has now received their donation information along with the training manual.
- . Keith gave an update on status of BOE and e-mailed a list of 50 items that he selected to be transferred to other departments.
- . We confirmed that the Newtown Building Committee recipient is Elizabeth Rallo.

Summarized New Action Items:

- . Elizabeth introduced a letter from LA artist requesting return of portraits unclaimed by families. Portraits will be turned over to Carol to distribute to families' boxes. No time limit for the families to accept or decline. The Team will not attempt to track each portrait, each families decision, or return of portraits unclaimed.
- . Elizabeth to send e-mail to Kathy Fetchick to request that Elizabeth's e-mail be listed on AidMatrix as the recipient of Newtown Bldg. Committee.
- . Lea mentioned a 93-year old artist in N. Bridgeport who has donated a painting for Newtown and wants to know where she can place it. The group suggested the Library or Healing Arts. Lea will be responsible for communicating with her.
- . Review of new Donation Form will be postponed until next meeting.
- . Mary Jane and Lea will allocate Keith's list of 50 and also the remaining BOE items.

Next meeting set for July 30 or August 6, 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.