

August 6, 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 Chris Kelsey, Lea Embree, Ann Benore, Tom Kelleher, and Elizabeth Rallo with Keith Alexander on the phone.

Reviewed prior meeting Action items:

- . Elizabeth gave a brief update on status of Dept. allocations.
- . Keith gave an update on status of BOE.
- . Continuing review of Process Documentation and Wufoo form for future donations.

Summarized New Action Items:

- . The Group will continue to review the Process Documentation and Lea will put in bullet format for next meeting.
- . Thought will be given to the Wufoo form for future use.

Next meeting set for August 20, 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.*