

August 20, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center, Conference Rm. 1
3 Primrose Street, Newtown, CT

NDCT met from 9:30-11:00 am. Present were Chris Kelsey, Katherine Fetchick, Lea Embree, Ann Benore, Tom Kelleher, Mary Jane Mcnamara and Elizabeth Rallo with Keith Alexander on the conference line.

Reviewed prior meeting Action items:

- . The Group discussed the Process Document and made additions/corrections.
- . Reviewed need for Training Manual by end of Sept. for recording/allocating new donations.
- . Talked about SHS on-going situation re donations and designation of recipient.
- . Pursue creation of reports, admin ID for what number?
- . Families will continue to be handled through Municipal offices and Sue will be liason.

Summarized New Action Items:

- . Elizabeth will confer with Pat re any new events and when certain direct contacts are appropriate. (Ex.: U.Conn wanting to do event with Newtown Youth Football)
- . Kathy will discuss with John Reed process direction.
- . Mary Jane will find out if high value team still involved with incoming donations.
- . Elizabeth will research Wufoo ability to track accepted/declined and "closed" items.

Next meeting set for August 27, 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.