

August 27, 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 Elizabeth Rallo, Tom Kelleher, Chris Kelsey and Lea Embree.

Reviewed prior meeting Action Items:

- . The Group discussed guidelines re what will go into Wufoo form.
- . Because school is just getting underway, we will wait to determine SHS point person.
- . Elizabeth has letter in to Wufoo regarding flexibility of creating reports. We can create access for users for just their data, but it is unclear if they can update their sub-pgs.
- . Discussion re acknowledgements automatically sent when Dept. Head accepts item or when Admin. declines offer. Checked with Big Time Rush as example.
- . Since Kathy and Mary Jane were not present, those action items concerning a conversation with John Reed on SHS and the high value team were postponed until the next meeting.

Summarized New Action Items:

- . Create training plan for Dept. Heads regarding the new Wufoo form and fall expectations re donations (Kathy to do?)
- . We will need to go into "Declined" items to implement final closure or reassignment.
- . Lea will continue editing Process Documentation and send out this week for everyone's comment and input.

Next meeting set for September 3, 2013 at 9:30 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.