

September 17, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center Conference Room 1

3 Primrose Street, Newtown, CT

NDCT met from 9:30-11:00 am. Present were Katherine Hamilton, Ann Benore, Mary Jane Mcnamara, Elizabeth Rallo, with Keith Alexander on the conference line.

Reviewed prior meeting Action Items:

- . Update on Nike sneaker handout process – Asked Keith about avenue of notification to SHS 5th grade parents.
- . The Group discussed the Process Document and Departments that still have items in AidMatrix to be cleared.
- . Elizabeth counted a number of items still in Health, Park & Rec. and sent an e-mail to these two Depts. to offer help in clearing.
- . The Wufoo System was introduced to BOE and Sue Marcinek in First Selectman's office. Wufoo will be available on the OneNewtown.org web site for all potential donors.
- . A continuing discussion about how best to roll out the new recording system to the Dept. Heads will resume next meeting.

Summarized New Action Items:

- . Mary Jane will review and allocate remaining items in “value” categories.
- . Lea will assist Interfaith Council to clear AidMatrix
- . Hand out will take place Sept. 27th (5 to 9:00 pm) and 28th (8:30 to 12:30) with the help of Social Services. Keith suggested following the SHS established private web site. Elizabeth Rallo sent e-mail to families re distribution.
- . Elizabeth will determine best way to introduce new Wufoo system and venue for training.

Next meeting set for October 1, 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.