

October 1, 2013 Minutes

**Newtown Donations Coordination Team Meeting**

Newtown Municipal Center Conference Room 3

3 Primrose Street, Newtown, CT

NDCT met from 9:30-11:00 am. Present were Ann Benore, Elizabeth Rallo, Katherine Hamilton, Lea Embree, Chris Kelsey, Joni Capoccitti and with Keith Alexander on the conference line.

The Group reviewed prior meeting Action Items:

- . Update on Nike sneaker handout process – Handout was successful and remaining sneakers will be offered to 5th grade (former 4th grade SHS) over the next 3 weeks. All 5th grade parents will be notified.
- . Continuing discussion on how best to roll out the new recording system to each Dept. Also reviewed additional questions about new donations form and potential problems. Target Oct. 18-19 to roll out new form and process for donations.
  - Don't send good, perishables.
  - Most goods should be given to donor's local community.
  - No money accepted except through Newtowncharities.com website.

Summarized New Action Items:

- . Continue clearing donations on AidMatrix.
- . Continue communication with BOE, Dept. Heads, and First Selectman's office.
- . Elizabeth is holding Dept. Heads meeting on Thursday, Oct. 3rd, to advise on next steps, obtaining donor's e-mail and then sending form to be filled out. Also points on judging when to accept and when to discourage particular types of donations.
- . BOE will be invited to attend our next meeting.
- . Remind Health, Park & Rec., and Interfaith Council to clear remaining donations from their AidMatrix lists.

Next meeting set for October 15, 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.*