

Municipal Clerks' Association of Gloucester County
2019 SPRING MINI CONFERENCE ~ SOUTH

Date: **Friday, March 15, 2019**
Time: Registration from 8:00 a.m. to 8:30 a.m.
Place: Deptford Township Recreation Center (856) 845-5300
52 Montague Lane, Deptford, New Jersey 08096 (Off Almonesson Road)
Fee: \$25/Members (includes light breakfast and lunch)
\$50/Non-Members (includes light breakfast and lunch)

NOTE: In order to keep interruptions to a minimum it is intended that everyone attend all sessions. Instructors will allow for questions and answers at the end of each class, followed by a short break before the next session *begins*.

CEU's have been applied for.

- **8:30 - 10:10** *Registrar Amendments*, Vincent Arissi, State Registrar
RECORDS 2 CEU'S (RMC) (CMR)
- **10:20 - 12:00** *Ask the State Registrar*, Vincent Arissi, State Registrar
REGISTRAR 2 CEU'S (CMR)
- **12:00 - 12:30** **LUNCH BREAK**
- **12:30 - 2:10** *The Clerk's Foundation of Ethical Conduct*
Susan Jacobucci – Administrator, Borough of Paulsboro
Ethics 1 CEU (RMC/CTC/CMFO/CCFO/CPWM/QPA/CMR)
How Can Simple Fiscal Analysis Benefit the Clerk
Finance 1 CEU (RMC/) Financial & Debt Management 1 CEU (CMFO/CCFO)
Reporting/Billing 1 CEU (CTC)
- **2:20 - 4:00** *Active Shooter*, Charles Fiore, Esq. Gloucester County Prosecutor
Professional Development 2 CEU'S (RMC) General/Secondary 2 CEU's (CTC)
Office Management 2 CEU's (CMFO/CCFO) Management 2 CEU's (CPWM)
Office Administration/General Duties (QPA)

REGISTRATION FORM
(PLEASE PRINT)

Name: _____ Title: _____
Municipality: _____ Phone: _____
Address: _____
City, State & Zip: _____
Email Address: _____ Voucher/P.O. #: _____

Make Checks Payable to "MCAGC" Deadline to Register
March 1st, 2019

Mail Registration & Payment to:

Diane Malloy
114 Bridgeton Pike
Mullica Hill, NJ 08062
Phone: 856-478-4111/Fax: 856-478-2498
E-mail: dmalloy@harrisantwp.us

CLAIMANT'S CERTIFICATION AND DECLARATION:
I do solemnly declare and certify under penalty of law that the within bill is correct in all its particulars, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one. This form has been approved by the Local Finance Board as an approved voucher form. Attach to your voucher as signature of claimant.

Dina Zawadzki
Chair, MCAGC Mini Conference South