

Municipal Clerks' Association of New Jersey  
Executive Board Meeting  
December 4, 2009 – Ocean Township Municipal Building

President Moreland called the meeting to order at 9:30 a.m

**SALUTE TO THE FLAG:** President Moreland asked that Administrative Consultant L. Manuel Hirshblond lead the salute to the flag.

**MOMENT OF SILENCE:** President Moreland asked for a moment of silence for our service men and women who are overseas.

Executive Board Members present were President Joan Moreland, 1<sup>st</sup> Vice President Vincent Buttiglieri, 2<sup>nd</sup> Vice President Joanne M. Kwasniewski, Treasurer Drew Pavlica, Secretary Nancy Saffos, Immediate Past President Heather Mailander, Administrative Consultant L. Manuel Hirshblond, Administrative Consultant in Training Joel Popkin and Secretary Elect John Mitch.

**ABSENT:** Legal Counsel Richard A. Lustgarten

President Moreland welcomed John Mitch to the board and expressed her appreciation for his commitment to serve on the board saying that she believed he would come to be a wonderful addition.

President Moreland stated that she has always told her mayor that he has the authority to deviate from the agenda at any time he chooses. She continued saying that she wanted to deviate from the Transition Meeting Agenda this morning regarding a topic that she and 1<sup>st</sup> Vice President Buttiglieri have discussed between themselves and one that she would like to have the full Executive Board's support. She continued saying that she would like to change the name of the President's Service Award to the L. Manuel Hirshblond Service Award. She went on to say that she believes it is appropriate because of all of the years of service Manny has given to our association, saying that no one could deny that he has certainly set a good example for us and for our entire membership and she believed this would be an excellent way to honor him. She said that the award would continue to be presented under the existing guidelines and at the discretion of the presiding president.

On a motion by 1<sup>st</sup> Vice President Buttiglieri, seconded by Immediate Past President Mailander and carried unanimously by voice vote, the President's Service Award was changed to The L. Manuel Hirshblond Service Award and will continue to be awarded at the presiding president's discretion, at our Annual Business Meeting.

Administrative Consultant Hirshblond spoke briefly saying he came to this meeting this morning with mixed emotions. He said that this association has been a big part of both his and his wife Janet's lives. Continuing he said that it has been a great ride for him and his wife and he hopes that he has contributed in a positive way to the entire association and to all of the people he has had the pleasure to work with. He told the board to remember that any time anyone had a question or thought he could be of any help whatsoever, he would be happy to do so. He expressed his deep appreciation to the executive board and the entire association for the honor of having the award named for him, but also for all of the experiences, he has been so fortunate to have had, as a part of this wonderful association. He told the board that he was extremely touched and grateful for their kindnesses and would miss everyone greatly.

With respect to business items, Administrative Consultant Hirshblond said that Joel Popkin would be arranging for the transition of the Capital One Credit Card and would need both the President's and Treasurer's birthdates and/or social security numbers to do so. He said that January 2<sup>nd</sup> or 3<sup>rd</sup> a phone call by the Administrative Consultant should be sufficient to change the names and then the bank will send the cards out. He said that the bills are mailed directly to the Administrative Consultant, who is responsible for checking to make sure that all charges are appropriate and then he should send the bill to the Treasurer for payment. With respect to insurance, he informed the group that the liability insurance is due at the end of the year. He said that both he and Joel spoke to the broker, located in Tom's River and since Joel seems satisfied with his services, he will continue using him as our broker. He said that he has

already had a conversation with President Moreland and 1<sup>st</sup> Vice President Buttiglieri concerning the bond covering the officers of the association that will come due in April. He advised the other board members that the bond is for three years and is \$200,000.00. He suggested that the bond be increased in value and it should be expanded to cover all of the officers of the association and anyone else that may be handling money. He used Chris Wilder as an example of someone other than the Treasurer or President who is handling money on behalf of the association, saying that she should be included on the bond. He said that it is clear the value needs to be increased since the association's has revenues in excess of \$300,000.00. He closed the topic saying that in his mind, it is a good business decision and he would guess that the premium for the increase would be negligible.

Administrative Consultant Hirshblond said that the costs for the breakfast at the Tropicana for our Annual Business Meeting went up this past year and there was no increase in the ticket price made. He mentioned it only so that the board could be cognizant of the fact that the treasury is subsidizing the breakfast ticket for a couple of dollars and the board may want to advise their members of that fact, which would reflect well on the association and the decisions of the board to support its membership. He said it might be especially helpful to make members aware of it now because if the price of the breakfast rises again, the board may feel the need to increase the price for the members. At that time, members could be reminded that the board had been subsidizing the ticket for a couple/few years. After a brief discussion, it was decided that no action would be taken at this time regarding the cost of the breakfast ticket; however, a message to members regarding the board's decision to subsidize the cost of the breakfast this year may still be something reasonable to do. Administrative Consultant Hirshblond continued saying that he spoke to Francina, in the collection office, at the Tropicana Hotel and she advised him that we were issued a \$1,400.00 credit, on our bill for unopened liquor returned, from the President's suite. He said that he expected we would receive the invoice by the end of the month, so that Joel could close out the books for the end of the year. He also stated that Joel would need to advise the League very soon, as to whether we will be returning to the Tropicana Hotel for the League of Municipalities Conference in 2010. After a brief discussion between members, it was decided that there was no reason to change the venue for our annual business meeting and therefore asked that Joel advise the league that we will be returning to the Tropicana in 2010.

Administrative Consultant Hirshblond stated that Joel Popkin would switch the funds that are in the Legal Defense Account to a financial institution more convenient to him. He explained that the association's funds in CDs are all staggered with respect to maturity dates; all maturing at different times, some as late as 2011. He said that according to the broker, any financial institution we choose to go to, with no penalty to us could pick all of the CDs up. At this point, he said that he was still an authorized signature on all of the accounts and was going to be writing a check for \$500.00 to Joel Popkin, so that he can begin getting accounts set up convenient to him. 1<sup>st</sup> Vice President Buttiglieri suggested that for this year only, having both L. Manuel Hirshblond and Joel Popkin as authorized signatures might be the best thing to do, so that the transitioning can be done more smoothly.

Administrative Consultant Hirshblond thanked the board again and expressed his pleasure having served this great association.

All board members simultaneously expressed their thanks and appreciation to Manny for his service and friendship. Immediate Past President Mailander asked everyone to gather to take photographs to mark the occasion.

**APPROVAL OF MINUTES:** There were no minutes approved.

**TREASURER'S REPORT:** Treasurer Pavlica reported the following balances as of November 15, 2009 unless otherwise noted:

|   |              |
|---|--------------|
| Checking & Savings<br>(includes Scholarship Funds of \$16,978.50) | \$ 55,835.54 |
| MCANJ Raffles Account   | 5,644.13     |
| Certificate of Deposit  | 113,856.70   |
| Legal Defense Fund  |              |

|                          |                     |
|--------------------------|---------------------|
| (as of October 31, 2009) | 121,896.10          |
| AC in 2013               | <u>1,906.45</u>     |
| <b>BALANCE</b>           | <b>\$299,138.92</b> |

Treasurer Pavlica gave the following 2009 Budget summary report:

|                |                     |
|----------------|---------------------|
| REVENUES       | \$199,616.52        |
| EXPENDITURES   | <u>\$174,440.47</u> |
| <b>BALANCE</b> | <b>\$163,676.05</b> |

On a motion by 2<sup>nd</sup> Vice President Kwasniewski, seconded by 1<sup>st</sup> Vice President Buttiglieri, the Treasurer's report was unanimously approved by voice vote.

Treasurer Pavlica distributed copies of all reports detailed above, as well as a Reconciliation Report.

With regards to the winner's of the AC in 2013 Raffle, held at the Annual Business Meeting, in November, Treasurer Pavlica stated that he had the names of the three winners, correcting himself, saying that in actuality there were only two names since the 1<sup>st</sup> place winner was also the 2<sup>nd</sup> place winner. He asked if the board would confirm the dollar amounts associated with each place. It was determined that the total amount of funds to be awarded, equal to 50% of the monies collected, was \$2,020.00; the breakdown for the prize awards was as follows: \$604.00 for 3<sup>rd</sup> place; \$906.00 for 2<sup>nd</sup> place and \$1,510.00 for 1<sup>st</sup> place. Since there was one winner for 1<sup>st</sup> and 2<sup>nd</sup> place, they should receive a check for \$2,416.00 and the 3<sup>rd</sup> place winner should receive a check for \$604.00. 2<sup>nd</sup> Vice President Kwasniewski suggested that Treasurer Pavlica send a copy of the letters to the winners, along with a copy of the checks, to our auditor along with a note requesting that he determine if a 1099 was appropriate and if so that he prepare and forward same.

Treasurer Pavlica spoke to the board regarding reimbursements due to Chris Wilder. He stated that there was a receipt for \$225.50 for postage for the raffle tickets, mailed to all members, for AC in 2013 and a receipt for \$580.41 relating to the cost for the booth MCANJ had at the Chicago IIMC Education Conference in May 2009; those receipts totaled \$805.91. Additionally there was a receipt for \$195.00 for the printing of the IIMC Region II brochures and a receipt for \$213.75 for the associated postage costs for mailing of those brochures; those receipts totaled \$408.75. It was agreed that the receipts relating to the raffle tickets for Ac in 2013 and the booth at the IIMC Education Conference totaling \$805.91 should be paid from the AC in 2013 account and the receipts relating to the IIMC Region II Education Conference, hosted by MCANJ totaling \$408.75 should be paid from the general checking account. It was further suggested that checks be made and mailed to Chris Wilder immediately, as it was a significant amount of money that she spent on behalf of the association and she had already been waiting some time for reimbursement.

2<sup>nd</sup> Vice President Kwasniewski mentioned that the raffles account bank statements are still being mailed to her address, which is the address on the checks themselves. She reminded the board that a decision was made, at last year's Transition Meeting, not to change the address on the face of the checks themselves, as it made no difference what address was on the check. The statements however should be mailed to the Treasurer, who is responsible for preparing reports for the accounts. Treasurer Pavlica said that he and Secretary Saffos would make sure that all account addresses were updated for the first of the year to Nancy Saffos' address, who will be the Treasurer for 2010.

**Treasurer Pavlica gave the following membership report:**

509 Municipal Clerks; 264 Deputy Municipal Clerks; 15 Acting Municipal Clerks; 15 Assistant Municipal Clerks; 8 County Clerks; 2 Deputy Count Clerks; 5 Clerks to Freeholder Boards and 24 Affiliates Members for a total of 842 members.

Treasurer Pavlica stated that he had expected that we would get very close to 844 paid members, which was the highest number of paid memberships recorded and was attained a couple of years ago. He said that he was pleased with our final number of 842 especially considering these tough

economic times. He noted that the percentage of paid memberships is 93.46% compared to last year's total of approximately 89%.

### **Discussion of Professional Service Contracts**

Administrative Consultant in Training Popkin asked that the board consider paying him a monthly retainer plus an additional sum of money each month, separated from the retainer and identified as travel/mileage/automobile expenses. He said that to do so would be helpful to him from a bookkeeping standpoint.

At 11:15 a.m. on a motion by Treasurer Pavlica, seconded by Immediate Past President Mailander and carried unanimously by voice vote, it was decided that the board should discuss and determine contract amounts for Professional Service Contracts for the Administrative Consultant, Legal Consultant and Auditor in Closed Session.

#### **Administrative Consultant**

1<sup>st</sup> Vice President Buttiglieri reminded the board that Manny was paid \$18,000.00. He suggested that the board pay Joel \$13,000, as a retainer and an additional \$200.00 per month for travel/mileage/automobile expenses totaling \$15,400.00. The board was divided regarding the amount of the retainer, some feeling that it might be too high, as a starting figure. After a lengthy discussion, it was unanimously decided that the board should propose to Joel Popkin the following: A retainer and travel/mileage stipend paid quarterly. The breakdown would be as follows: A Retainer of \$10,000.00 per year and \$2,400.00 per year for travel/mileage/automobile expenses. He would be required to submit a receipt/bill for each month for the travel/mileage/automobile expenses. There would also be an additional \$2,600.00 per year budgeted for other expenses he might have, and would be required to itemized and submit separately for reimbursement of those.

#### **Legal Consultant**

It was noted that the board was happy with our new consultant and that he billed us very modestly for 2009. Clearly, as had been the practice of the past, he did not bill us for every phone call or conversation he had with us, which was good for the association and certainly appreciated, but it was felt that it was not very fair to him. Following a discussion, it was suggested that he be paid a retainer of \$6,000.00 per year, and that there be an additional \$12,000.00 budgeted for expenses for a grand total of \$18,000.00 per year. Like our Administrative Consultant, he also would be paid quarterly.

At 11:45 a.m. on a motion by 2<sup>nd</sup> Vice President Kwasniewski, seconded by President Moreland and carried unanimously by voice vote, the board concluded the closed session discussions of Professional Service Contracts.

Administrative Consultant in Training Joel Popkin was invited back to the meeting and President Moreland advised him of the board's proposal to pay him a retainer of \$10,000.00 per year and an additional \$2,400.00 that would be paid as travel/mileage/automobile expenses. It was clear to the board that he was slightly disappointed with their decision saying that he thought the dollar amount was low. The board told him that they understood how he felt and they would discuss the matter further and advise him when the board made a final decision.

Administrative Consultant in Training Popkin advised the board that he would be working on Legal Defense Fund Revisions as discussed at previous meetings. He will also work on an update for the SOP Manual to include the duties of the Administrative Consultant. He told the board that he is also working on a chronological index for the consultant that would be included in the manual as well. He stated that as discussed earlier, he would be getting quotes on raising the bonds for the officers of the association. He said that the storage unit in Toms River was finally completely empty and he was continuing to inventory what was moved into the new storage unit. He said that he would be meeting at Manny's one more time before the end of the year. Lastly, he informed the board that he had vacation planned for the following days, however he would always be

available via cell phone: January 23, 2010 through February 1, 2010; February 6, 2010 through February 10, 2010; March 3, 2010 through March 9, 2010.

2<sup>nd</sup> Vice President Kwasniewski advised the board that her mayor, Steven Weinstein had expressed a desire to be the auditor for MCANJ. She said that he has asked her a couple of times in the past and she was not even intending on mentioning it to the board, except that he informed her that he had contacted our current auditor, Steve Wielkocz, who he knows. She said that through his discussion he found that it didn't matter one way or the other to Mr. Weilotz whether he was our auditor or not. 2<sup>nd</sup> Vice President Kwasniewski stated that it has been her continued understanding that Mr. Weilotz continued on for us, as a courtesy more than anything. After a discussion regarding Mr. Weinstein's qualifications and related associations, the board felt comfortable asking 2<sup>nd</sup> Vice President Kwasniewski to speak to him and advise him that MCANJ would appreciate his services, so long as he was willing to accept the same retainer amount we had paid the auditor in 2009, which was not to exceed \$3,000.00. There was further discussion regarding the services of the auditor and the consensus was that as we move forward, and with the addition of the raffles account and the fundraising efforts for the AC in 2013 Conference, we would need an auditor that may be able to be involved. The mention of additional reports, where monies should be deposited and where expenses should be paid from came up and the comment was made that the auditor would be the person to provide those answers and who could best help keep our business in the proper order. 2<sup>nd</sup> Vice President Kwasniewski expressed her confidence in Mr. Weinstein, saying that he would certainly be someone who would have the time, be willing to be more involved and provide the direction we will need moving forward.

It was decided that 2<sup>nd</sup> Vice President Kwasniewski would offer the position of Auditor for MCANJ for an amount not to exceed \$3,000.00 and report back to the board at the next meeting.

#### **Review of the 2009 & 2010 Budget Summary**

2<sup>nd</sup> Vice President Kwasniewski stated that in reviewing the 2009 Budget Summary she had some questions regarding the couple of items that were over budget. She said that she felt comfortable with remembering various reasons we would be over budget, but wanted to be sure.

She asked about the office supplies and Treasurer Pavlica responded that a laptop for the Treasurer and a copier for the new Administrative Consultant Joel Popkin had been purchased that had not been anticipated. 2<sup>nd</sup> vice President Kwasniewski suggested to the board that a new laptop be purchased for the Secretary since she was aware that the computer had been acting up and mentioned that it had given her some problems on start up, every once in a while, when she was Secretary. She said that we purchased a new computer for the Treasurer last year and it seemed like a good idea to purchase a new one for the Secretary this year. The board agreed and 1<sup>st</sup> Vice President Buttiglieri stated that he would ask the man that does IT for his town to assist him with the purchase.

The line item for Region II was mentioned and the question asked of Treasurer Pavlica was whether the registration monies had begun to be deposited yet. 1<sup>st</sup> Vice President Buttiglieri stated that he was almost sure that Chris Wilder was depositing the registration fees for the Region II Conference into the AC in 2013. He continued saying that he was sure that this topic had been discussed. however he wasn't clear as to whether the board made a formal decision to give Chris Wilder permission to deposit the registration fees in the AC in 2013 account. He said, she began receiving registration monies and likely because she had made the request regarding AC in 2013 keeping the profits realized from the Region II Conference, coupled with she only had the account information for the AC in 2013, she has been depositing the monies into that account.

2<sup>nd</sup> Vice President Kwasniewski said that she had no problem with AC in 2013 keeping any profits from the Region II Conference however; she thought that detailed reports need to be generated. Otherwise, it will become very difficult to determine what the actual profits are, if any. She continued saying all expenses associated with Region II should also be paid from the AC in 2013 account as well. The board unanimously agreed. 1<sup>st</sup> vice President Buttiglieri contacted Chris Wilder via cell phone/e-mail/text and she responded saying that she was under the impression that she had already been given the approval to deposit into the AC in 2013 account with the understanding that she keep accurate records and provide the board with it. It was agreed that it would be appropriate for Chris Wilder to prepare and submit monthly reports of monies received and deposits made. The discussion caused the revisiting of the earlier discussion regarding

reimbursement to Chris Wilder for expenses for both Region II and the expenses associated with the raffle held to benefit AC in 2013. The board revised its earlier decision and decided that all reimbursements for both Region II and AC in 2013 should be paid from the AC in 2013 account. The reason being that the revenues associated with both events were planned to be, and in fact had already begun to be deposited in the AC in 2013 account, therefore all associated expenses should be paid from that account as well.

A review of the 2010 Budget Summary continued and each line item of the summary was discussed. Proposed budget amounts were determined based on comparisons to the 2009 Budget Summary presented above with consideration given to any increases and/or decreases anticipated for 2010. The following details only the changes from the Approved 2009 Budget and lists increases and decreases, as well as the addition or deletion of line item categories: (Items listed are not necessarily in the order they were discussed, but rather the order they are listed on the Budget Summary sheet):

Administrative Consultant Expenses \$ 5,000.00  
Increased to accommodate payment guaranteed for travel/mileage/automobile expenses

Administrative Consultant Retainer \$ 10,000.00  
Decreased slightly based on consideration of the years of service of the previous Administrative Consultant, L. Manuel Hirshblond, and our newly appointed consultant, Joel Popkin. It was clearly noted that the association would certainly receive "more than its money's worth" by Joel, however it was thought that distinction between the years of service was necessary.

Auditor \$ 4,000.00  
Increased \$1,000.00

Following the discussion of changing Auditors and the anticipated increase in need for auditor services for AC in 2013; Raffles, 1099 forms etc. the board decided to increase the budgeted amount by \$1,000.00

Desk Reference  
Item removed

Immediate Past President Mailander questioned why there had been \$3,000.00 budgeted for this item. Administrative Consultant in Training Popkin informed the board that this was budgeted originally when we thought we would be purchasing discs. Now that the Reference is up on our website, the board had decided not to purchase the discs. Discussion ensued regarding whether or not it could be downloaded for use by a clerk rather than having to access the website each time information was being sought. A couple of board members expressed that they would have preferred the disc and find accessing the website inconvenient.

Elections \$ 500.00  
Item added

This item was added at the recommendation of Administrative Consultant in Training Joel Popkin in the event there was a need for an election to cover any associated expenses.

Officer Reimbursements \$ 2,000.00  
Increased \$400.00

Discussion began regarding the stipends allotted to both the President and Treasurer of MCANJ. It was agreed that although all of the Executive Board positions require a large time commitment these two positions stand out as the busiest. 2<sup>nd</sup> Vice President Kwasniewski said that she knows, after having served as Treasurer, that it is an everyday job and as President she could only imagine what kind of time investment the President makes. This reimbursement is not meant to be compensation for the job duties. On a motion by 2<sup>nd</sup> Vice President Kwasniewski, seconded by Immediate Past President Mailander and carried unanimously by voice vote the stipend for the MCANJ Officers, President and Treasurer was increased from \$800.00 to \$1,000.00 each. Treasurer Pavlica noted that the MCANJ By-Laws state that the stipend amount for the officers is \$500.00 and need to be updated.

Information Technology/Stipend \$ 900.00  
Increased \$300.00

1<sup>st</sup> Vice President Buttiglieri informed the board that he had a conversation with Bette Mastropasqua, who felt that the stipend be divided between the couple of people that worked with her. At the time of the discussion, it was thought that the stipend was \$500.00. With that in mind they discussed giving Nancy Hatten \$150.00, Daina Dale \$150.00 and the balance of \$200.00 to Bette. Subsequent to that conversation, 1<sup>st</sup> Vice President Buttiglieri spoke with Treasurer Pavlica and was informed the amount budgeted for the stipend in 2009 was \$600.00, so they decided to give \$250.00 to Bette and \$175.00 to both Nancy Hatten and Daina Dale. Discussion continued regarding the stipend of \$600.00 and the board unanimously agreed to increase stipend to better compliment the required time investment associated with the work required to perform the duties efficiently and effectively. Discussion continued regarding having someone work with Bette and Nancy to learn what they do, so that upon their retirement there could be a seamless transition. 1<sup>st</sup> Vice President Buttiglieri stated that he would ask Elisha Johnson if she would be interested in becoming more involved, in which case she too would be paid a stipend. The stipend was increased to \$900.00 and it was further decided to divide the stipend as follows, if Elisha were to become involved: \$300.00 to Bette Mastropasqua and \$200.00 to each Nancy Hatten, Daina Dale and Elisha Johnson.

Legal Counsel/professional Fee \$ 18,000.00  
Decreased \$4,000.00 - significant balance remaining in 2009

Office Supplies \$ 5,000.00  
Increased \$4,000.00 to provide for purchase of new fireproof filing cabinets for Administrative Consultant.

Manual Review Stipend \$ 1,500.00  
Increased \$1,000.00

The board discussed the need for a responsible chair for this task recognizing that the manual is critical to success of students studying for RMC certification. It was further discussed that these duties are extremely detailed, time sensitive and must be viewed as a priority by the Chair/Editor.

1<sup>st</sup> Vice President Buttiglieri stated that he had gone to an Education Committee Meeting and shared his concern regarding the Manual Review and listened to the Committee's like concern. He said that Committee Member, Sharon Young suggested that each member of the Manual review Committee be assigned to a specific Class, so that the Manual could be systematically updated. He told the board that he thought the idea was very good and made lots of sense to have the education Committee hands on involved with the process. He further suggested that having someone with extensive experience and capabilities like Barbara Bascom to oversee the task would help ensure the successful update of the manual. Everyone in attendance agreed. Discussion ensued regarding the annual stipend for the chair. The consensus was that increasing the stipend and choosing the right person for the job will likely result in success. It was unanimously decided that it should be increased to \$1,500.00. 1<sup>st</sup> Vice President Buttiglieri stated that he would contact Barbara Bascom to find out if she was interested in the position as chair and report back to the board.

Quill/Editorial Stipend \$ 2,500.00  
Increased \$500.00 recognized as an extremely time consuming task.

Discussion regarding the Quill Editor's stipend and given that the other stipends were increased and the fact that Jim Doherty does such a great job as Editor, it was unanimously decided to increase the stipend to \$2,500.00.

Quill/Misc. Expenses Photographer \$ 500.00  
Increased \$100.00 anticipating a probable increase in fees for 2010

Retirement/Plaques/Pins \$ 4,500.00  
Increased \$1,500.00

Treasurer Pavlica explained that we purchased NJ Devil pins this year. This category includes plaques, retirement gifts for the President, as well as pins for officers and gold cards. It was decided to increase this line item to \$4,500.00.

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|--------------------|-------------|
| Storage Space      | \$ 1,000.00 |
| Decreased \$600.00 |             |

Discussion of storage fees indicated that higher costs in 2009 were due to switch between Administrative Consultants. Administrative Consultant in Training Popkin advised the board that the figure could be reduced for 2010.

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|--|-----------|
| Election Supplies                                      | \$ 500.00 |
| Added as suggested by Administrative Consultant Popkin |           |

|                                     |                     |
|-------------------------------------|---------------------|
| <b>TOTAL – PROPOSED 2010 BUDGET</b> | <b>\$129,000.00</b> |
|-------------------------------------|---------------------|

Immediate Past President Mailander stated that she was working on the updates for the Standard Operating Procedures Manual (SOP) and would have them available for the board at the January 8, 2010 meeting. She said that she had two discs with SOP updates, from Past Presidents Elaine Kennedy and Allan Susen. 2<sup>nd</sup> Vice President Kwasniewski asked if it was possible for all of the board to get a fully updated copy of the SOP noting that she wasn't sure that anyone had a complete and updated version. Immediate Past President Mailander will compile her updates and bring to the board along with the two discs from Past Presidents that she also has. Discussion continued and it was decided that after the updates are received from Immediate Past President Mailander, the board would review the SOP Manual as a group and then update it all on a disc. President Moreland in her capacity as Immediate Past President would do the update on disc and distribute to everyone. Administrative Consultant in Training in his capacity as Administrative Consultant will make sure to print a copy and have it available at each meeting for reference.

1<sup>st</sup> Vice President Buttiglieri distributed the 2010 Meeting Schedule noting that Executive Board Meetings will be held in the Township of Ocean Municipal building; at 399 Monmouth Road, Oakhurst, NJ beginning at 9:30 a.m., Executive Board Meetings will be held on January 8, March 5, June 4, August 13 and October 8, 2010. Advisory Board Meetings will be held at the Holiday Inn in Tinton Falls, 700 Hope Road, and one block off Garden State Parkway Exit 105 beginning at 10:00 a.m. Advisory Board Meetings will be held on January 22, March 25 (Annual Education Conference at the Taj Mahal), June 25, September 7 and November 17, 2010 (Annual Business Meeting (NJLOM) at the Tropicana Hotel).

1st Vice President Buttiglieri distributed and review the 2010 committee Assignments saying that all committee members would be notified by or before December 21, 2009. He stated that he would be requesting that all Committee Chairs contact each member of their committee by or before December 31, 2009. He further stated that all Committee Chairs would be asked to forward a report to the President and to the Quill after each committee meeting. There was a discussion concerning the Education Committee, its leadership and the importance of keeping to the calendar of meeting dates. 1<sup>st</sup> Vice President Buttiglieri stated that in his capacity as President he would be attending the Education Committee meetings and was hopefully that with the right stewardship and chair there would be minimal problems. He explained that he had a conversation with someone regarding being the chair; however, he had not yet made a final decision and would advise the board when he does. On the topic of Legislative Review, Immediate Past President Mailander asked if our Legal Consultant Lustgarten had access to the computer program, so that he could keep up with the changes. She said that we are paying a monthly access fee for the program that allows both the chair and our legal consultant access to the different bills. President Moreland volunteered to contact the Chair, Michelle Segrest and ask if she is aware of how to provide Mr. Lustgarten with access and whether or not she is aware of any materials that Tom Segreto may have turned in relating to same. It was suggested that Michelle Segrest contact Mr. Lustgarten and introduce herself as the chair. He also distributed and reviewed the Advisory Board Representative for 2010.

## **New Business**



1<sup>st</sup> Vice President Buttiglieri presented the board with a Resolution Establishing Procedures for the IIMC Region II Education Conference detailing the specifics of the AC in 2013 bank account and giving authority to Christina Wilder to collect and deposit all funds collected for Region II Conference in the AC in 2013 account.

On a motion by 2<sup>nd</sup> Vice President Kwasniewski, seconded by Immediate Past President Mailander and approved unanimously by voice vote the resolution presented to Establish the Procedures for the IIMC Region II Education Conference and the AC in 2013 Education Conference was approved. The Resolution is attached hereto these minutes and also filed with the Administrative Consultant in the event it is needed for insurance.

1<sup>st</sup> Vice President Buttiglieri spoke regarding the Q-Scend training and stated that there will be 6 people trained. He said that he asked Joel Popkin to contact Bette Mastropasqua to arrange dates for the training. He continued saying that he had decided that John Mitch would also be trained and be considered the liaison from the Executive Board and Joel Popkin would also be trained.

1<sup>st</sup> Vice President Buttiglieri asked whoever from the board that would be attending the Region II Conference in Atlantic City to be there in the morning to assist with whatever set up needed to be done. He said the registration deadline was December 1<sup>st</sup> and he thought there were roughly 100 registrants at this point. There was a brief discussion regarding paying the registration fees for our Administrative Consultant Joel Popkin to attend the Region II Education Conference in January. It was the consensus of the board that his registration fees should be paid especially since he is on the committee and the conference is being held in New Jersey.

Discussion returned to the compensation for Joel Popkin as our Administrative Consultant for 2010. It was decided that 1<sup>st</sup> Vice President Buttiglieri would e-mail everyone within the next couple of days to review again.

President Moreland noted that she had received a thank you note from Mary Lynne Stratta for the wonderful dinner we treated her to and for allowing her to speak at our Annual Meeting. She also reminded the board that she had given everyone an invitation to Barbara Hawk's retirement party. He asked Treasurer Pavlica for a \$500.00 invoice for IIMC. She reminded everyone that the party was a surprise and was being held on Thursday evening January 27, 2010, at the Mansion in Voorhees.

2<sup>nd</sup> Vice President Kwasniewski distributed her final report for the Annual Meeting Breakfast noting the total of paid tickets to be 225 with payment for 2 additional tickets still outstanding. She also noted that the room reservations were very light this year totaling 39.

There was a discussion regarding LDF and the fact that we needed to be sure that the guidelines were appropriate as we move forward in these stressful times seeing the increased need for assistance from our members. 1<sup>st</sup> Vice President Buttiglieri stated that there would be a meeting set up to review the guidelines after the first of the year.

2<sup>nd</sup> Vice President Kwasniewski mentioned the issue concerning the Readington Twp. Clerk, Vita Mekovetz and OPRA suggesting that we as an association may want to ask our Legal Consultant to file an Amicus Brief on our behalf. She asked if we could discuss this with Richard Lustgarten at our next meeting. The board agreed it was worthy of discussing further and exploring the possibility of filing Amicus.

#### **Adjournment:**

With no further business to discuss, on a motion by Immediate Past President Mailander and seconded by 2<sup>nd</sup> Vice President Kwasniewski the meeting was unanimously adjourned at 2:55 p.m.

**Respectfully Submitted:**

  
Nancy L. Saffos, RMC  
Secretary

**RESOLUTION ESTABLISHING PROCEDURES  
FOR THE IIMC REGION II EDUCATION CONFERENCE**

**WHEREAS**, the Municipal Clerks Association of New Jersey has been awarded the International Institute of Municipal Clerks Annual Education Conference in 2013; and

**WHEREAS**, additionally, MCANJ will be hosting the Region II Conference from January 13-15, 2010 at the Taj Mahal Hotel Casino, Atlantic City, New Jersey; and

**WHEREAS**, a separate bank account, entitled **AC in 2013**, was authorized by the Executive Board of the Municipal Clerks Association of New Jersey in order to properly account for all income and expenses associated with both the 2010 Region II Conference and subsequently, the 2013 International Institute of Municipal Clerks Conference; and

**WHEREAS**, a Committee was formed to develop all aspects of the 2013 IIMC Conference and subsequently, that same Committee was charged with the development of the same for the 2010 Region II Conference including developing the education program, registration fees, hotel costs and any other costs for attendee for the Region II Conference; and

**WHEREAS**, Christina Wilder and Allan Susen were selected as Co-Chairs for this Committee; and

**WHEREAS**, Christina Wilder, retired Municipal Clerk from the Hamilton Township, has volunteered to be responsible for collecting the registrations fees from the attendees and their guests and depositing those funds into the **AC in 2013** bank account; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Executive Board of the Municipal Clerks Association of New Jersey that authorization is hereby given for Christina Wilder, Co-Chair of the 2013 IIMC and 2010 IIMC Region II Education Conferences to be responsible for collecting and depositing all funds collected for said Region II Conference into the **AC in 2013** bank account; and

**BE IT FURTHER RESOLVED** that Christina Wilder, in conjunction with the MCANJ Treasurer and MCANJ Administrative Consultant, be and is hereby authorized to review any expenditures associated with the Region II Conference and authorize payment of same;

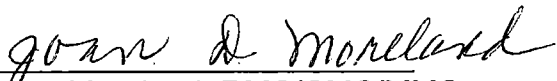
**BE IT FURTHER RESOLVED** that a certified copy of this resolution be maintained by the Municipal Clerks Association of New Jersey.

**ROLL CALL:**

YES: Moreland, Buttiglieri, Kwasniewski, Pavlica, Saffos, Mailander

**CERTIFICATION**

*I hereby certify that this is a true copy of a resolution passed by the Executive Board of the Municipal Clerks Association of New Jersey at their meeting held on **December 4, 2009***

  
Joan D. Moreland, RMC/CMC/MMC  
MCANJ President

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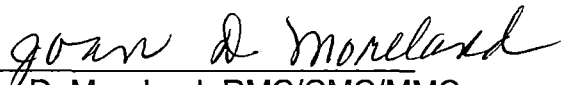
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**ROLL CALL:**

YES: Moreland, Buttiglieri, Kwasniewski, Pavlica, Saffos, Mailander

**CERTIFICATION**

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