

Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
March 12, 2010 – Neptune Community Center

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 12:29 pm.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri asked for a moment of silence for our deceased members and the men and women of our Armed Services.

ROLL CALL: Executive Board members present were President Vincent Buttiglieri, 1st Vice President Joanne Kwasniewski, 2nd Vice President Andrew Pavlica, Treasurer Nancy Saffos, Secretary John M. Mitch, and Administrative Consultant Joel Popkin. Richard Lustgarten (attorney) was not required to be present.

REPORT OF OFFICERS

PRESIDENT'S REPORT: President Vincent Buttiglieri stated that MCANJ received a proposal from Steve Weinstein, CPA (Weinstein & Weinstein, PC) for the 2010 compilation. President Vincent Buttiglieri explained that Administrative Consultant Joel Popkin and himself met with Steve Weinstein regarding the auditing services as well as other types of services he could provide. The proposal set forth a fee between \$ 2,000. and \$ 2,300. President Buttiglieri stated that Steve Weinstein suggested that he be provided with records quarterly, rather than annually, so that he doesn't get it all at once. It was explained that this would help identify any concern(s) that might come up. Therefore, instead of sending records to the auditor in September, we would send them quarterly. It was also explained that a compilation is what MCANJ needed; not a full audit. It was explained that if MCANJ had gross revenues of \$ 250,000.00 and public contributions or fund raising revenues of \$ 25,000.00 or more, an audit would be required.

Administrative Consultant Joel Popkin stated that the most MCANJ receives in donations is approximately \$ 20,000.00 and that is for the conference. 1st Vice President Joanne Kwasniewski asked what happens in 2013 when MCANJ host the international conference. President Buttiglieri stated that is a good question and it should be asked with other questions when he schedules a meeting with Steve Weinstein and the Executive Board. Administrative Consultant Joel Popkin stated that Steve Weinstein said as an example, MCANJ doesn't have to give memberships details of every check that goes out. 1st Vice President Joanne Kwasniewski stated that what is provided now to the membership are copies of the balance sheet and the budget summary. She felt that Steve Weinstein would do a thorough job. She also said that she mentioned to Steve that MCANJ has certificates of deposits, 50/50 revenues, 1099's, etc. to which he didn't realize MCANJ had what they have.

President Buttiglieri agreed with 2nd Vice President Andrew Pavlica that the meeting with Steve Weinstein might be best to hold in Fairlawn or at the next Executive Board meeting.

Treasurer Nancy Saffos asked if someone sent out 1099 forms to the raffle winners. President Buttiglieri stated that Steve Weinstein would issue them if necessary. The winner (Veronica Lori) form our November conference was used as an example.

Secretary John M. Mitch stated that he believes a 1099 form is to be issued as per the IRS once someone receives more than \$ 600.00 in a calendar year. It was mentioned that Steve Weinstein also believes that the officers should get a 1099 form however 1st Vice President Joanne Kwasniewski questioned whether or not this is considered reimbursement. If so, we should look into it in an attempt to avoid having a 1009 issued.

Mileage is true reimbursement. Depending on what you may claim on your taxes, this may or may not affect someone.

Administrative Consultant Joel Popkin mentioned that he does a lot of work on the Legal Defense Fund (LDF) and Steve Weinstein stated that a portion of Joel's stipend can be charged to the LDF rather than the budget due to the amount of work he does.

President Buttiglieri called for a vote to approve Weinstein & Weinstein's proposal for the 2009 compilation. 2nd Vice President Andrew Pavlica made a motion to approve, seconded by Treasurer Nancy Saffos. The motion carried unanimously.

President Buttiglieri then called for a vote to approve Weinstein & Weinstein's proposal for the 2010 compilation, to be billed quarterly at \$ 600. per quarter. 1st Vice President Joanne Kwasniewski mad a motion to approve, seconded by Treasurer Nancy Saffos. The motion carried unanimously. It was discussed that both compilations will be charged to the current budget.

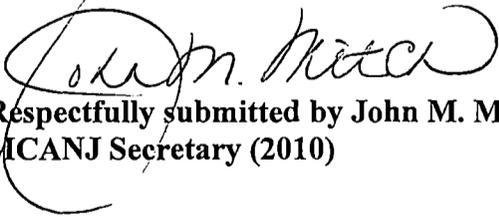
President Buttiglieri stated that he received a call from William Dressel, NJLM Executive Director. Mr. Dressel said that there is a hearing this coming Monday in Trenton on the proposed legislation from Senator Loretta Weinberg regarding changes to OPRA and costs for the sale of copies. A discussion ensued as to who would be available to testify before a Senate Committee. President Buttiglieri will reach out to several clerks to see if any of them are available to represent our association. Michele Siegfried, Jim Doherty, Lew Thompson, Harold Wiener, and Denise Szabo were some of the names that were considered. A discussion followed that if we were not able to get someone to attend, maybe the letter Jim Doherty submitted to the Star Ledger could be read into the record. Bill Dressel is concerned of the fast-track this Bill is taking. Treasurer Nancy Saffos may be able to adjust her schedule to attend this hearing.

Administrative Consultant Joel Popkin said that we are okay with the IRS and that nothing is due and that MCANJ is cleared. He also said that GovNet is still trying to prove MCANJ owes them money for legislative service but we are current.

2nd Vice President Andrew Pavlica said that he received conference cancellations from clerks in two municipalities. Tenafly's Eileen DeFabiis (Clerk / Registrar) and Virginia L. Chandler (Clerk / Registrar) and Anita M. Wilson from Waterford Township (Tax Collector / Deputy Registrar). Both matters were discussed. 1st Vice President Joanne Kwasniewski made a motion to approve a refund for Tenafly and cancel the purchase order (receivable) for Waterford Township since their payment has yet to be received. The motion was seconded by 2nd Vice President Andrew Pavlica. The motion carried unanimously.

Administrative Consultant Joel Popkin mentioned that the bonds are coming due on April 1, 2010. He is expected to receive quotations on Monday or Tuesday of next week and will advise the Executive Board via e-mail. We are planning to increase the bond amounts and to also include Chris Wilder for her continued work on the conference.

A motion made by 2nd Vice President Andrew Pavlica, seconded by Treasurer Nancy Saffos to adjourn at 1:01 p.m.



Respectfully submitted by John M. Mitch
MCANJ Secretary (2010)