

**Municipal Clerks' Association of New Jersey  
Executive Board Meeting Minutes  
October 8, 2010 – Ocean Township Municipal Building**

**CALL TO ORDER:** President Vincent Buttiglieri called the meeting to order at 10:06 a.m.

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

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

**APPROVAL OF MINUTES:** A motion was made by 1<sup>st</sup> Vice President Joanne Kwasniewski, seconded by Immediate Past President Joan Moreland, to approve the minutes of the Executive Board Meeting of August 13, 2010. Motion was approved unanimously.

**RECOMMENDED S.O.P. CHANGES:** The Executive Board members reviewed recommended changes to the Standard Operating Procedures. (See attached outline of changes as typed by Immediate Past President Joan Moreland.)

**TREASURER'S REPORT:** Treasurer Nancy Saffos presented the account balances as follows:

Checking / Savings	\$ 187,910.89 (incl. \$ 115,578.69 from closing out a CD)
Scholarship Funds	\$ 18,991.50
MCANJ Raffles	\$ 1,225.63
AC in 2013	\$ 5,346.98

A motion was made by Immediate Past President Joan Moreland, seconded by 2<sup>nd</sup> Vice President Andrew Pavlica, to approve the Treasurer's Report. Motion was approved unanimously.

A discussion ensued about opening a CD in the amount of \$ 100,000. A motion was made by 1<sup>st</sup> Vice President Joanne Kwasniewski, seconded by Treasurer Nancy Saffos, to have Administrative Consultant Popkin and Treasurer Nancy Saffos open the CD. Motion approved unanimously.

A discussion was held on the itemized categories report and a decision made to only make the report available at Executive Board Meetings. The budget summary which reflects totals will be provided at Advisory Board Meetings.

The subject of mini-conferences came up and their affect, if any of the MCANJ annual conference. The discussion included considering not permitting mini-conferences to be held within a month of the annual conference and the low fees that some conferences are charging. It was further discussed that the mini-conference guidelines may have to be revised and that the fees may have to be increased. A comparison to A.M./P.M. Services prices was referenced.

**REPORT OF OFFICERS:**

**SECRETARY:** Secretary John M. Mitch had no report. Treasurer Nancy Saffos was reminded to bring 100 copies of the 2009 Annual Meeting Minutes to November's annual meeting for distribution and approval.

**TREASURER:** Treasurer Nancy Saffos presented an up-to-date report of the current membership as follows:

Municipal Clerks	492
Deputy Municipal Clerks	235
Acting Municipal Clerks	9
Assistant Municipal Clerks	26
County Clerks	0
Deputy County Clerks	0
Clerk to Freeholder Board	0
Affiliate Members	<u>13</u>
<b>TOTAL</b>	<b>775</b>

Treasurer Nancy Saffos stated that she reached out to a number of municipalities who have yet to pay their dues. President Vincent Buttiglieri reminded the Treasurer that her MCANJ issued laptop has labels on it for mailings which will need to be updated and ready for the 2011 Treasurer.

**2<sup>nd</sup> VICE PRESIDENT:** 2<sup>nd</sup> Vice President Andrew Pavlica reported that the annual meeting breakfast ticket sales were slightly over 100 to date. Nine counties had not yet responded with their ticket sales. He also reported that less than half of the forty-four rooms allocated to MCANJ have been taken.

**1<sup>st</sup> VICE PRESIDENT:** 1<sup>st</sup> Vice President Joanne Kwasniewski distributed a meeting schedule for 2011. She scheduled three Advisory Board Meetings for 2011 hoping that attendance will be better than what the meetings have been experiencing. With two of the three meetings being held at conferences and the remaining one in Neptune which is centralized, she explained that it would only require Advisory Board Meeting attendees to go once annually to a meeting; outside of the two conferences. Secretary John Mitch stated he supports the reduction in Advisory Board Meetings but pointed out that if necessary, the President can call for extra meetings. He also stated if necessary, the Executive Board can set up a conference call for participants so that they can participate from the convenience of their offices. She also presented her schedule for her transition meeting and five Executive Board Meetings. 1<sup>st</sup> Vice President Joanne Kwasniewski also shared comments about a League of Women Voters meeting she attended that Senator Loretta Weinberg spoke at. The Senator spoke about OPRA and her proposed changes to the current legislation. Some of proposals included not permitting council members to text during open or closed session meetings and increasing OPRA penalties. She also provided an update on the sessions at the League Convention.

**PRESIDENT:** President Vincent Buttiglieri distributed a copy of the program for the annual meeting in November. He also stated that he sent out reminders about annual committee reports being due in advance of the annual meeting. An issue was discussed in that the League stated that MCANJ never requested the use of scanners and therefore MCANJ will need to issue C.E.U. certificates and sign-in sheets for the MCANJ sponsored sessions.

President Buttiglieri also stated that since *Save The Date* cards are not being sent this coming year for the 2011 annual conference, Administrative Consultant Joel Popkin will attempt to have a poster made for the League announcing the conference.

**IMMEDIATE PAST PRESIDENT:** Immediate Past President Joan Moreland had no report. She offered to make the CEU certificates needed for the League Convention.

**ADMINISTRATIVE CONSULTANT:** Administrative Consultant Joel Popkin provided an update on the Legal Defense Fund (LDF). He indicated that an updated By-Law booklet will be available at the League Convention. He also reported that there were 5 new members.

Administrative Consultant Joel Popkin provided an update on the 2011 Annual Education Conference at the Taj Mahal. He also provided an update on the League of Municipalities Convention as far as the contract being signed, suite arrangements, breakfast meeting, meeting room, registration, assistance from retired Municipal Clerks, MCANJ booth, trucking arrangements, raffle, etc.

He also reported that the Manual Review Update is progressing and that there are two chapters remaining to get to Coded Systems. The Desk Reference will also be updated.

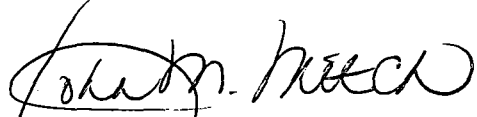
He stated that the IRS issue from 2008 is still not resolved but that he expected it would be shortly. Rutgers for the first time has sent out contracts to the instructors.

He also reported that he was aware of two retirement parties; one for Karen Mount Taylor and one for Bonnie Leonetti.

**OTHER BUSINESS:**

President Vincent Buttiglieri reminded everyone about the next Advisory Board meeting will be held during the League Convention on November 17, 2010.

President Buttiglieri moved that the meeting be adjourned at 2:45 p.m.



Respectfully submitted by John M. Mitch  
MICANJ Secretary (2010)  
Attachment (Changes to Standard Operating Procedures)