

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, June 3, 2011
 Fair Lawn Municipal Building
 8-01 Fair Lawn Avenue
 Fair Lawn, NJ 07410

CALL TO ORDER: President Joanne J. Kwasniewski called the meeting to order at 9:45 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Kwasniewski led the attendees in the flag salute followed by a moment of silence.

ROLL CALL: Executive Board members present were President Joanne J. Kwasniewski, 1st Vice President Andrew J. Pavlica, 2nd Vice President Nancy Saffos, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri and Executive Director Joel Popkin. Treasurer John M. Mitch was absent due to a family commitment.

APPROVAL OF MINUTES: A motion was made by Immediate Past President Vincent Buttiglieri, seconded by 2nd Vice President Nancy Saffos, to approve the Executive Board Meeting minutes of March 4, 2011. Motion approved unanimously of members present. The Board discussed the draft minutes of the April 7, 2011 Advisory Board meeting. Secretary Kazmark will revise and e-mail to the entire Executive Board for their review.

REPORT OF OFFICERS:

TREASURER'S REPORT: Treasurer Mitch sent a report as to the account balances as follows:

Checking/Savings (#7861948276)	\$159,917.06 (as of 4/30/11)
Scholarship Funds	\$ 17,681.50 (as of 4/30/11)
MCANJ Raffles (#3453661257)	\$ 4,240.63 (as of 4/30/11)
Certificate of Deposit (#100805027)	\$100,790.36 (as of 4/30/11)
AC in 2013 (#7869265160)	\$ 9,262.00 (as of 4/30/11)

President Kwasniewski will confirm with Treasurer Mitch that the money deposited in the raffles account was transferred to the Atlantic City 2013 account. Discussion of filing the report of operations for the raffles ensued. Prospectively, Executive Director Popkin will receive copies of the applications and reports of operation.

A motion was made by 2nd Vice President Nancy Saffos and seconded by Immediate Past President Vincent Buttiglieri to approve the Treasurer's report. Motion approved unanimously by the members present.

SECRETARY'S REPORT: Secretary Kazmark stated that he has received two applications for candidacy from himself (Treasurer) and John Mitch (2nd Vice President). Secretary Kazmark stated he has not received any "Clerk of the Year" nominations as of today. He read a thank you card acknowledging the Associations expression of sympathy to Fair Lawn Deputy Clerk Marilyn Bojanowski. The Board discussed applications for candidacy. President Kwasniewski will send out an e-mail reminding members of the deadlines.

TREASURER'S REPORT: In Treasurer Mitch's absence, President Kwasniewski reviewed the membership report. The membership is very strong this year.

2ND VICE PRESIDENT'S REPORT: 2nd Vice President Nancy Saffos reported on the MCANJ Education Conference attendance. There were 336 delegates including the volunteers. She discussed the five individuals who have requested refunds. President Kwasniewski will verify that none of the individuals scanned into any sessions at the conference. Discussion as to each of the requests ensued. It was agreed that there will be no partial refunds. 2nd Vice President Nancy Saffos will send a letter indicating same.

A motion was made by Immediate Past President Vincent Buttiglieri and seconded by Secretary Kazmark to approve the full refund requests. Motion approved unanimously by the members present.

Auditor Weinstein was present and requested bank statements and additional information for calendar year 2010.

Discussion of the conference enrollment ensued. 2nd Vice President Nancy Saffos recommended removing the "all meals" option on the registration form. She further suggested clarifying the pricing on the form as well. President Kwasniewski discussed the Education Committee meeting yesterday. They spoke about the registration process and whether meals should be included. Discussion ensued as to the possible relocation of the education conference to a location other than Atlantic City after 2013 ensued.

2nd Vice President Nancy Saffos indicated she has the Annual Breakfast tickets. President Kwasniewski discussed the report which must be presented as to how many we have sold at the August meeting.

Discussion as to the deadline for room reservations for the League of Municipalities convention ensued. The deadline will be Friday, September 2, 2011. October 24, 2011 will be the deadline for cancellation.

1ST VICE PRESIDENT'S REPORT: 1st Vice President Pavlica discussed sessions for the 2011 League of Municipalities convention. President Kwasniewski discussed the two sessions scheduled; one on drafting legislation and the second is an update on the Open Public Meetings Act. She discussed the invited speakers for both sessions.

PRESIDENT'S REPORT: President Kwasniewski reported on the request from Essex County to hold a fall mini-conference. The Board agreed to grant Essex County the opportunity to hold the mini-conference.

The newly elected official programs will be held on January 21, 2012 in Secaucus and on January 26, 2012 in Mount Laurel. Secretary Kazmark will cover the Secaucus session and 2nd Vice President Saffos will cover the Mt. Laurel session. President Kwasniewski has received an invitation to the League of Municipalities Executive Leadership for Mayor's and Council Presidents. 1st Vice President Andrew J. Pavlica will attend on the associations' behalf as this will be after he assumes the Presidency.

President Kwasniewski discussed an issue brought forth by Fred Semrau, Esq. regarding the reference to "common law" on the OPRA form. This letter will be forwarded to Legal Counsel Lustgarten for review. President Kwasniewski further discussed the e-mail from Donald E. Kazar objecting to the GRC's encouragement that custodians "assist" the requestor with determining what they are looking for. The Executive Board authorized a letter to be sent from Legal Counsel Lustgarten to the GRC regarding same.

President Kwasniewski discussed the number of scholarships to be awarded for the 2012 Education Conference. The Board discussed 10 scholarships which will include the registration fee and hotel stay for three nights (standard rate) to the scholarship recipients.

A motion was made by Immediate Past President Vincent Buttiglieri and seconded by Treasurer Saffos to approve the 10 scholarship opportunities. Motion approved unanimously by the members present.

President Kwasniewski discussed the IIMC 2013 fundraising effort. One option discussed is to raffle off a registration fee and standard hotel stay for five nights (not to exceed \$1,000) from the Portland IIMC Conference. President Kwasniewski stated that this will be an attractive raffle.

A motion was made by Secretary Kazmark and seconded by Treasurer Saffos to approve the raffle for Portland IIMC Conference. Motion approved unanimously by the members present.

President Kwasniewski discussed purchasing new pins with the lighthouse logo for the IIMC Portland Conference. The Executive Board approved securing pricing for the pins.

President Kwasniewski spoke about adding a \$10 voluntary contribution for IIMC 2013 to the MCANJ membership registration. This would be added to the 2012 and 2013 MCANJ membership dues.

A motion was made by Secretary Kazmark and seconded by Immediate Past President Vincent Buttiglieri to add the \$10 voluntary contribution for IIMC 2013 Conference to the MCANJ membership registration for 2012 and 2013. Motion approved unanimously by the members present.

President Kwasniewski stated she has a request to purchase a laptop as back up for the conferences.

A motion was made by Treasurer Saffos and seconded by President Kwasniewski to purchase the computer, not to exceed \$700. Motion approved unanimously by the members present.

Discussion ensued as to spouses attending conference sessions at the MCANJ Conference. No board members objected to spouses attending.

Further discussion ensued as to fee tuition for Education Committee Members. President Kwasniewski stated that she feels it is difficult to afford this. This issue will be re-visited in August.

Executive Director Popkin discussed retirees who are not coming back next year to assist with the conference. Discussion as to the selection of retirees ensued. It was decided that the Board would need to approve any new retirees who volunteer at the conference.

President Kwasniewski discussed the issue raised by J. Mark Mutter regarding municipal representatives to the Board of Trustees PERS. The Board decided that it will not pursue this issue.

President Kwasniewski reported that that she has received many resolutions opposing Senate Bill 1352.

Discussion ensued as to the difficulty receiving CEU's for Registrars. President Kwasniewski will attend a meeting next week regarding same.

President Kwasniewski requested a motion to reimburse Executive Director Popkin for the car rental in Nashville.

A motion was made by Immediate Past President Vincent Buttiglieri and seconded by Secretary Kazmark to reimburse Executive Director Popkin for the car rental. Motion approved unanimously by the members present.

Discussion as to Jane Warren-Williams suggestion to provide a stipend to the Region II Director ensued. This will be added to the Transition Meeting agenda for December.

President Kwasniewski received some complaints about not giving out information for the Rutgers courses ahead of time. She will be getting a fall schedule and e-mail it out to the membership.

President Kwasniewski suggested the By-Laws Committee looking at amending the by-laws to remove someone who is not completing their required tasks of an executive board member. The Bergen County Association amended their by-laws and had a specific set of criteria.

A motion was made by Immediate Past President Vincent Buttiglieri and seconded by 1st Vice President Pavlica send this matter to the By-Law Committee for review. Motion approved unanimously by the members present.

IMMEDIATE PAST PRESIDENT'S REPORT: Immediate Past President Buttiglieri discussed IIMC forming a Legislative Committee. They are seeking a representative

from each region. He has asked Kim Rau to serve on the committee. President Kwasniewski asked Immediate Past President Vincent Buttiglieri to review the operating procedures as a follow up to the review that Joan Moreland did last year. He will have more information at August meeting.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Popkin provided the Legal Defense Fund account balances as of April 30, 2011 and a membership report. He indicated that compared to last year the membership numbers have increased.

Executive Director Popkin reported that the Desk Reference has been posted to the website.

Discussion ensued as to by-law amendments for the Legal Defense Fund which need to be made. Sharon Brienza will draft something and provide to Legal Counsel Lustgarten.

The new storage bin has been set up. Executive Director Popkin is recommending that Immediate Past President Buttiglieri maintain a key as he is very close to the facility. Executive Director Popkin has an inventory of the contents of the bin.

Executive Director Popkin provided copies of the Taj Mahal invoice from the 2011 conference. Treasurer Mitch has already paid the invoice.

Discussion as to the room rates for the Presidential Suite at the Tropicana for the League of Municipalities ensued. The rate is down to \$250 per night. Immediate Past President Buttiglieri reported that the IIMC President will be attending the League Convention and our Annual Meeting. President Kwasniewski will follow up and send a letter formally inviting her.

Executive Director Popkin discussed the retirees manning the booth at the League Convention. President Kwasniewski expressed disappointment that our members do not cover the booth. By the August meeting we will need to know who can help man the booth. Executive Director Popkin further stated that we need give-a-way ideas for our next meeting.

We are waiting for a response from the Manual Review Committee as to the updates that need to be made. President Kwasniewski will contact the chair of the committee.

He will be attending the League Legislative Meeting on June 10th.

The 85th Anniversary of MCANJ is next year and discussion ensued how to mark that occasion. Executive Director Popkin further discussed a meeting of the RMC course instructors.

ADJOURNMENT: A motion was made by 1st Vice President Pavlica and seconded by Immediate Past President Buttiglieri to adjourn the meeting at 1:00 p.m. Motion carried unanimously by member present.

Respectfully submitted,



Keith Kazmark, RMC/CMC
MCANJ Secretary (2011)