

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, March 2, 2012
 Fire House No. 4, Third Floor Meeting Room
 97 Outwater Lane
 Garfield, New Jersey 07026

CALL TO ORDER: President Andrew Pavlica called the meeting to order at 9:40 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: The meeting commenced with the flag salute and a moment of silence.

ROLL CALL: President Andrew J. Pavlica, 1st Vice President Nancy Saffos, 2nd Vice President John M. Mitch, Treasurer Keith Kazmark (arrived at 10:18 a.m.), Secretary Patricia Hunt, Immediate Past President Joanne M. Kwasniewski, Executive Director Joel Popkin and Vincent Buttiglieri, IIMC Region II Director (excused himself at 10:20 a.m.).

APPROVAL OF MINUTES: A motion was made by Immediate Past President Kwasniewski, seconded by 1st Vice President Saffos, to adopt the January 27, 2012 Executive Board Meeting minutes. The vote was unanimous and the motion carried.

IIMC REGION II: Region II Director Buttiglieri provided a handout. He advised that he received a telephone call from Ashley Carroll, IIMC, expressing concern about the Rutgers IIMC Program. Much discussion was held on the annual report from Pam Chappelle to the IIMC. The Board, in many respects, did not agree with the information contained in the report and felt it was misleading. Region II Director Buttiglieri advised that the IIMC has requested a conference call with him to discuss suggestions it has to increase attendance and other ways to get points. The Executive Board discussed the differences between how sessions used to be run and how they are run today. The Executive Board expressed its concerns with management of the program under Pam Chappelle's leadership and felt that lack of proper planning was the primary cause of low attendance in the program. Discussion was held concerning CMCs attending MMC sessions and whether same was permissible. Region II Director Buttiglieri advised that he will research the matter and so advise. It was decided that Region II Director Buttiglieri, President Pavlica and Education Committee Chair Heather Mailander would participate in the requested conference call.

Executive Director Popkin recommended that Region II Director Buttiglieri promote the IIMC at the Education Conference (at the beginning of the general session); and that IIMC applications be inserted in the brochure packets. The Executive Board agreed.

Region II Director Buttiglieri advised on raffle sales noting they are up.

President Pavlica was pleased to announce that he received a letter from Jackie Henderson of Alexandria, Virginia announcing it gave its surplus in the amount of \$2,790.45 from its raffle sales at Region II to go towards the 2013 IIMC Conference in Atlantic City.

At 10:18 a.m., Treasurer Keith Kazmark arrived.

At 10:20 a.m., there being no further IIMC business, Region II Director Buttiglieri excused himself from the meeting.

TREASURER'S REPORT: Treasurer Kazmark reported on the Account Balances as follows:

Checking/Savings (#7861948276)	\$79,577.43 (as of 1/31/12)*
Scholarship Funds	\$17,317.50 (as of 12/31/11)
MCANJ Raffles (#3453661257)	\$13,681.63 (as of 12/31/11)
Certificate of Deposit (#100805027)	\$101,549.72 (as of 12/31/11)
AC in 2013 (#7869265160)	\$13,329.00 (as of 12/31/11)

*Although Scholarship Funds is shown separately, this amount (\$17,317.50) is included in the Checking/Savings amount of \$79,577.43.

Treasurer Kazmark reviewed the 2012 Budget Summary Report.

2nd Vice President Mitch reviewed the 2012 Education Conference Report of Income (\$40,113.00) and Expenses (\$6,379.17).

REPORT OF OFFICERS:

SECRETARY'S REPORT: Secretary Hunt advised that she forwarded a fully executed contract to the Attorney. Also, pursuant to the Executive Board's direction at the last meeting, she copied Executive Director Popkin on the Attorney's contract.

TREASURER'S REPORT: Treasurer Kazmark reviewed the Year to Date Itemized Categories Income and Expenses Report:

Income: \$90,869.26
Expenses: \$10,357.10
Balance: \$80,512.16

Much discussion was held on the review of expenditures for the 2013 IIMC Conference.

It was noted that the Executive Board had previously approved \$1500 towards the cost of Allen Susen's and Chris Wilder's attendance at the Portland conference.

Discussion was held on the funds in the raffle account. It was noted that some of the funds should be transferred to the AC2013 account by the Treasurer. 1st Vice President Mitch and Treasurer Kazmark will review the funds and determine the accurate amount to be transferred to the AC2013 account.

Treasurer Kazmark reviewed the Membership Report: 192 to date. 2nd Vice President Mitch suggested Mr. Kazmark to forward the membership data to Jim Dougherty for the Quill.

A motion was made by 2nd Vice President Mitch, seconded by 1st Vice President Saffos, to approve the Treasurer's Report. The vote was unanimous and the motion carried.

2ND VICE PRESIDENT'S REPORT: 2nd Vice President Mitch reported on the Education Conference registrations: 272 to date.

1ST VICE PRESIDENT'S REPORT: 1st Vice President Saffos had no report.

PRESIDENT'S REPORT:

President Pavlica advised that Senate Bill No. 533 the "Common Sense Shared Services Act" sponsored by Senator Donald Norcross passed out of Committee and would be going to the Banking Committee. Treasurer Kazmark advised that he and President Pavlica held a conference call with Loretta Weinberg's aide on March 1, 2012 regarding the clerks' position on the bill. Immediate Past President Kwasniewski advised that she and Attorney Lustgarten would be attending a meeting in Trenton on March 6, 2012 with Andrew Henley (Senate Democrat Majority Office).

Immediate Past President Kwasniewski advised that some clerks have sent the "white paper" to their local legislators. Executive Director Popkin suggested preparing a "white paper" outlining potential consequences for clerks to present to their governing body should it consider sharing services of its clerk. The Executive Board supported the idea.

Discussion was held. All Executive Board members were encouraged to reach out to any legislators they know.

President Pavlica advised that Jim Dougherty will be attending a meeting regarding Senate Bill Nos. 1451 (OPMA) and 1452 (OPRA) in Trenton on March 6, 2012. He

noted that the NJLM opposes the bills and has prepared a sheet of talking points. A discussion ensued.

Discussion was held regarding Lisa Tilton's request for reimbursement of an additional \$4,850 from the Legal Defense Fund in connection with her defense. The rules were reviewed. Much discussion was held. 2nd Vice President Mitch recommended payment of the \$4,850 minus the \$500 deductible.

A motion was made by 2nd Vice President Mitch, seconded by 1st Vice President Saffos, to approve a check made payable to Ms. Tilton's attorney in the amount of \$4,850 minus the \$500 deductible representing final payment in this matter (upon signing the check).

The lawsuit concerning Garwood Borough Clerk/Administrator Christine Ariemma and illegal salary cuts was briefly discussed.

President Pavlica advised that Chris Wilder has suggested handing out the devil pins at the Portland IIMC Conference. After a brief discussion, the Executive Board approved the devil pins and thumb drives as prizes. Executive Director Popkin will convey the approval to Ms. Wilder.

Executive Director Popkin advised that Atlantic City is changing its slogan. A video (on the 2013 IIMC Conference in Atlantic City) will be presented at the Portland IIMC Conference.

Discussion was held on the vests for the 2013 IIMC Conference. In closing, the Executive Board agreed on ordering 30 large and 30 extra large.

The need for a photographer for the 2012 MCANJ Annual Breakfast Meeting was discussed. Executive Director Joel Popkin advised that he will seek a quote from a retired clerk he knows.

Publication of the Quill online, as opposed to hardcopy, in order to save costs was discussed. Opinions varied. In closing, President Pavlica advised that the Quill, based upon a survey, has ninety percent readership. He felt the Quill was an effective tool and was reluctant to cut same. He suggested that no changes be made at this time. He also agreed to seek a report from Qscend on the number of hits the Quill receives online. There were no objections.

At 12:20 p.m., the Executive Board broke for lunch.

At 12:40, the meeting was resumed.

IMMEDIATE PAST PRESIDENT'S REPORT: Immediate Past President Kwasniewski had no report to make.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Popkin reviewed the Legal Defense Fund Membership Report and Account Balances as of February 29, 2012. There were 192 memberships and the Account Balance was as follows:

<u>Central Jersey Bank</u>	
Certificates of Deposit	\$66,100
Money market Checking Account	\$59,927
Total of All Accounts	\$126,027

Executive Director Popkin advised of his arrangements for the Portland Conference. Upon discussion, a motion was made by Treasurer Kazmark, seconded by Immediate Past President Kwasniewski, to approve payment of Executive Director Popkin's registration, airfare and room for the Portland Conference. The vote was unanimous and the motion carried.

The Executive Board also approved a rental car for the Portland Conference. Executive Director Popkin will handle the reservations.

Executive Director Popkin advised that he attended the NJLM Legislative meeting earlier in the week. He advised on the content of the meeting. There was discussion on who is

appointed to serve at these meetings. It was noted that the NJLM has authority over the appointments, not the Executive Board. President Pavlica recommended that the entire legislative committee list be forwarded to the NJLM next year, so that appointees may be selected from same. He also advised that Bette Mastropasqua has asked to continue serving and he has relayed same to the NJLM.

Executive Director Popkin advised that he is endeavoring to have a mission statement for the Executive Board's review at the next meeting. He also advised that he will be applying for the VerizonShares grant.

Executive Director Popkin advised that he received, on behalf of the MCANJ, an invitation from the New Jersey Conference of Mayors to participate in their conference (April 25 through 27) as an exhibitor. This matter was briefly discussed. In closing, it was not the consensus of the Executive Board to participate as an exhibitor.

Executive Director Popkin advised that Denis Connell was recommended to him as a potential speaker. Mr. Connell currently speaks on OPRA. Noting that the conference for this year has been arranged and next year is the IIMC Conference, Executive Director suggested he be considered for speaking at mini-conferences.

Executive Director Popkin advised that the Rutgers instructors will be receiving a five percent increase (the first increase in several years).

Executive Director Popkin advised that the manual updates have gone out.

Executive Director Popkin reviewed his meetings/activities schedule. He advised that he will be meeting with the Purchasing Agents Association, who wants to break from Rutgers and learn more about being in charge of its own education programming.

Executive Director Popkin advised that he will be attending the NJLM Annual Meeting in April regarding the NJLM Conference in November with President Pavlica and Incoming President Saffos.

Executive Director Popkin provided each member with a copy of the MCANJ's LGCCC registration certificate and tax exempt form. He also provided a copy of a "Peer Alliance for Learning Committee" form advising that same will be provided at the booth at the Education Conference. (Volunteer sign up form to assist newly-appointed Municipal Clerks in the current calendar year)

Executive Director Popkin updated the Executive Board on his latest meeting with the Atlantic City representative for the Spring Conference. Immediate Past President Kwasniewski advised that she will email the session signs to the representative.

Much discussion was held on the lack of notice given from Rutgers regarding the March 27, 2012 IIMC course in Atlantic City. It was recommended that a second e-blast be sent out with a more specific subject line advising of the opportunity.

Executive Director Popkin advised of an email received from a Clerk looking for help regarding the Artemis database. 2nd Vice President Mitch advised he will call her to see if he can help.

UPCOMING DATES: President Pavlica reviewed the upcoming dates as written on the agenda:

NJSLOM – Newly Election Officials Seminar

January 28, 2012 - Enterprise Center, Mount Laurel, New Jersey – Nancy Saffos

New Jersey Municipal Managers Association Meeting

March 22, 2012 – Rutgers University - Drew Pavlica attending

NJLM Executive Leadership for Mayors and Council Presidents

March 24, 2012 – Rutherford, NJ (Joanne Kwasniewski attending)

MCANJ – Education Conference

March 27-30, 2012 – Taj Mahal, Atlantic City, NJ
MCANJ Advisory Board Meeting – March 30, 2012

49th Annual NJ Conference of Mayors Spring Conference
April 25-27, 2012

Municipal Clerks Week
April 29-May 5, 2012

IIMC Annual Conference
May 20-24, 2012 – Portland, Oregon

ADJOURNMENT: There being no further business, a motion was made by Treasurer Kazmark, seconded by 1st Vice President Saffos, to adjourn the meeting at 1:40 p.m. The vote was unanimous and the motion carried.

Respectfully submitted,



Patricia L. Hunt, RMC
MCANJ Secretary (2012)