

Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
October 10, 2012 – Woodland Park Municipal Building, Woodland Park, NJ
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**Municipal Clerks' Association of New Jersey
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CALL TO ORDER

President Pavlica called the meeting to order at 10:11 a.m. at the Woodland Park Municipal Building, Woodland Park, NJ.

ROLL CALL

Present: President Drew Pavlica
 1st Vice President Nancy Saffos (via teleconference)
 2nd Vice President John Mitch
 Treasurer Keith Kazmark
 Secretary Denise Szabo
 Immediate Past President Joanne Kwasniewski
 Administrative Consultant Joel Popkin

FLAG SALUTE AND MOMENT OF SILENCE

President Pavlica led those assembled in a salute to the flag and a moment of silence.

APPROVAL OF MINUTES

Motion by Mitch, second by Kazmark, and unanimously agreed to approve the 8/10/12 Executive Board, and 9/9/12 Special Executive Board session minutes.

MEETING WITH NJ STATE LEAGUE OF MUNICIPALITIES LEGISLATIVE ANALYST LORI BUCKELEW REGARDING S1451 OPRA and S1452 OPMA, LEGISLATION STATUS

Ms. Buckelew summarized a recent meeting with the ACLU-NJ and NJLM concerning proposed amendments to S1451 and S1452. Successful compromises were reached with respect to almost all issues of concern to both organizations. However, there are still some issues upon which the parties have "agreed to disagree."

Even with the compromises, the Board was still concerned with many aspects of the bills; most significantly those concerning subcommittees, public comments, agenda and minute content. The proposed amendments to OPMA were far more reaching than those proposed to OPRA. Ms. Buckelew will take the concerns back to Senator Weinberg.

The association will work with the NJLM to survey clerks on the number of OPRA requests received by municipal clerks.

The Board took a short recess and re-adjourned at 12:46 pm.

LEAGUE OF MUNICIPALITIES CONFERENCE

Education Update

The Board reviewed the schedule of educational sessions. Sessions include a Legislative Update, Path to Paperless Council Meetings, Facts about Alcoholic Beverage Regulations, OPRA and OPMA

Updates to Agenda

There were no updates to the agenda.

Printing of the Agenda Book for Annual Business Meeting

Popkin is proceeding with printing of approximately 200 copies of the agenda at an approximate cost of \$175.

Annual Reports from Various MCANJ Committees to Sharon Brienza

The President will send a reminder of the 10/22/12 deadline date.

Constitution and By Law Amendments

No further changes from those discussed at the Advisory Board meeting of 9/21/12.

Various Pins/Plaques/Awards

Kazmark and Popkin reported the required pins and plaques have been ordered.

Raffles

Ticket sales for the Super 50/50 are very slow, with only 80 of the 300 advertised, sold to date. Members will intensify efforts to promote this important fundraiser.

Reimbursement of Room and Shuttle Expenses for IIMC President Brenda Cirtin

Since Cirtin will only be staying for one night, reimbursement expenses will be less than anticipated.

Dinner with IIMC President Cirtin

Popkin noted the dinner will be held Tuesday night, site to be determined.

Invitation to Region II Director Kim Rau

Rau has been invited but has not yet confirmed her attendance.

Gift for IIMC President Cirtin

By unanimous consent, Kwasniewski was authorized to expend a not to exceed amount of \$200 to purchase a gift for Cirtin.

President's Hospitality Room

Popkin is coordinating food and drink. The Hospitality Room will be in the Havana Tower.

Consulting Period/Round Table – Tuesday, November 13, 2012

Hamilton Township Clerk Eileen Gore, and Ewing Township Clerk Kim Macellaro, will be representing the association during the Consulting Period/Round Table

MCANJ Booth

Sign-up for booth duty is proceeding. Slots are still available.

Appointments to Credentials Committee and Election Procedure for 2013 Secretary

To date, the President has appointed the following to the committee:

- | | |
|---------------------|-------------------|
| Vincent Buttiglieri | James Doherty |
| Alan Susen | Patricia Frontino |
| Eileen Gore | Elizabeth Fritzen |

Two additional appointees are still needed.

Popkin has order the voting machines and a list of paid members will be on hand to verify voting eligibility

CEU Procedure for Annual Business Meeting

Sign in sheets will be used and certificates handed out upon completion.

TREASURER'S REPORT – KEITH KAZMARK

2012 Budget and Account Update

CHECKING / SAVINGS	\$114,552.67	as of 8/31/12
SCHOLARSHIP FUNDS	14,643.50	as of 8/31/12
MCANJ RAFFLES	5,998.40	as of 8/31/12
CERTIFICATE OF DEPOSIT	102,590.08	as of 8/07/12
AC IN 2013	32,263.45	as of 8/31/12

By unanimous consent, the report was approved.

Report of Officers, Secretary – Denise Szabo

Szabo recommended the Board consider streamlining 2013 membership renewals by distributing renewals via email to the membership. She is currently testing the system with Website Chair Daina Dale to see if the website can collect membership renewal information as well during the renewal process.

The Board supported the concept and Szabo will report back in December after the testing is concluded.

Report of Officers, Treasurer – Keith Kazmark

As of 10/9/12 the Association is 809 members strong. This represents a 90.99% renewal rate.

Report of Officers, 2nd Vice President – John M. Mitch

To date nineteen rooms have been reserved at the Tropicana. Sixty-four tickets are accounted for, which includes thirty-one complimentary tickets.

Regarding the 2014 MCANJ Education Conference, Mitch reported he is still in negotiations with facilities.

Report of Officers, 1st Vice President – Nancy L. Saffos

The Transition Meeting is set for 12/14/12 at the Neptune Municipal Building when dates and times will be set for next year's Advisory Board meeting.

Popkin explained that he inadvertently expended an additional \$50 on the \$100 authorized donation of materials to Neptune for use of their facilities over the past year. By unanimous consent, the Board approved the additional \$50 expenditure.

Report of Officers, President – Andrew J. Pavlica

There appears to be more than one MCANJ emblem. No action was taken.

Report of Officers, Immediate Past President – Joanne M. Kwasniewski

The updated by-laws are ready for distribution at the annual meeting. SOP's are to be updated at the Transitional Meeting.

Report of Officers, Executive Director – Joel Popkin

LDF Financial Update as of 10/1/12"

CD	\$66,201.00
Money Market Checking	\$54,630.09

Letter from Sharon Brienza

The Board received an email dated 10/19/12 from Sharon Brienza, Chair of the Legal Defense Fund, requesting establishment of a stipend for the Chair of the LDF. She reported that the time associated with the Legal Defense Fund has risen expeditiously over the last few years, which included a large increase in not just cases being filed, but telephone calls and emails as well.

The Board discussed the current stipends and felt a stipend was justified for the Chair of the Legal Defense Fund too.

Motion by Saffos, second by Kwasniewski, and unanimously agreed that an annual stipend of \$500 be established for the Chair of the Legal Defense Fund, effective for 2012.

Insurance Update

Insurance renewals are in process.

Budget for LDF

A proposed budget was reviewed by the Board. Motion by Mitch, second by Kwasniewski, and unanimously agreed to approve the 2013 budget of \$9200.

Scholarship Form for IIMC 2013 Conference

The form was finalized and will be distributed and posted to the website.

League of Municipalities Check List

The Board reviewed a checklist of outstanding items. Discussion ensued about a request from a co-chair of the conference committee to be invited to the dinner scheduled for the IIMC President and Executive Board. The Board approved this request.

Revised Mission Statement

The committee reviewed the revised statement: *"The Municipal Clerks' Association of New Jersey shall cultivate and promote an understanding of the official duties and obligations of the office of Municipal Clerk. The Association's main focus is to provide an educational process which will enhance professionalism of the Municipal Clerk. The association will provide opportunities to benefit its members by communicating ideas and information that will assist the Clerk in their role as a government official."*

IIMC 2013 Contracts

The contracts have been revised and approved.

Manual Review Update

The update is ready for print and distribution.

Municipal Network Meetings

Rutgers has set-up municipal network meetings and Popkin is planning to attend on behalf of the Association.

Popkin was asked if MCANJ would post a link on our website to a purchasing conference. The Board wanted to review the info first.

2013 Letterhead Revisions

New letterhead will be order after the election of Secretary.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Pavlica reported that he was asked to write an editorial for the Bergen Record concerning OPRA. There was not enough time for the Board to review the document before sending to the Record.

UPCOMING DATES

Annual Business Meeting – Wednesday, November 14, 2012

Transition Meeting – Friday, December 14, 2012

ADJOURNMENT

By unanimous consent the meeting adjourned at 3:03 PM.

Respectfully submitted,

Denise Szabo
Secretary