

**Municipal Clerks' Association of New Jersey  
Executive Board Meeting Minutes  
November 8, 2013  
@ 10:00AM  
Neptune City Municipal Building, Neptune NJ**

**CALL TO ORDER**

President, Nancy L. Saffos called the meeting to order at 10:00 A.M.

**FLAG SALUTE AND MOMENT OF SILENCE**

President Nancy L. Saffos asked for a moment of silence for all of our men and women in the armed forces, who make the ultimate sacrifice for our freedoms and for all of our MCANJ members, keeping in our thoughts those members who have passed.

**ROLL CALL:**

President, Nancy Saffos  
1<sup>st</sup> Vice President, John M. Mitch  
2<sup>nd</sup> Vice President, Keith Kazmark  
Treasurer, Denise Szabo  
Secretary, Dina Zawadski  
Immediate Past President, Andrew Pavlica  
Executive Director, Joel Popkin

**APPROVAL OF MINUTES**

June 14, 2013 Executive Board Meeting  
Aug 16, 2013 Executive Board Meeting

Motion to approve the minutes made by Mitch, second by Szabo. Motion carried.

**TREASURER'S REPORT- Denise Szabo**

Account Balances: \$61,195.87  
Scholarships \$ 14,431.50  
Raffle \$ 2555.00  
Cert. of Deposit \$ 104,059.93  
Total of \$182,242.30

Closed AC 2013 Account

Membership Total 738  
Five Municipalities have a 100% membership. Deputy Clerk's membership is down.

Motion to accept the Treasurer's Report made by Kazmark, second by Mitch. Motion carried.

On Line Membership- Denise Szabo, Daina Dale, Jane Gillespie, Drew Pavlica, and Joel Popkin attended a seminar for the website with Citi Net. They are very accommodating and we will be able to have the online membership and Legal Defense up and running for the Spring Conference. We will send out notices for the membership on January 1<sup>st</sup>, on January 15<sup>th</sup> send out Conference Registration and the LDF fund will be sent out on February 1<sup>st</sup>.

**SECRETARY – Dina Zawadski**

All committees have been updated. Getting ready for Annual Meeting and Election.

**2<sup>nd</sup> - VICE -PRESIDENT – Keith Kazmark**

Annual Business Meeting Update -20 rooms have been booked.  
As of today 192 purchased tickets for the Annual Breakfast.

**1<sup>ST</sup> VICE- PRESIDENT- John M. Mitch**

NJLOM- All set up.  
**PRESIDENT- Nancy Saffos**

Legislation Updates:

RMC on GRC – A revised Bill to put a Municipal Clerk on the GRC is in place.

S-2511 & S2512 OPMA/OPRA- still pending revisions.

Education:

Re-Structuring of Education Committee- Joel Popkin, Nancy Saffos, Harold Wiener, Sharon Young, and Gene Padalino and on the phone was Heather Mailander, Louise Palagano and Sharon Mason of the Education Committee. We reviewed the MCANJ Education Committee structure. We thought it would be good to consider at least 1 person that is on the Rutgers's Education Committee. There should be a current Instructor who teaches the RMC classes and is on the Rutgers Education Committee.

IIMC Options- Conference call is scheduled on Tues. 11/12 @ 10:30AM.

**IMMEDIATE PAST PRESIDENT- Andrew J. Pavlica**

Facebook is continuing being updated frequently.

**EXECUTIVE DIRECTOR- Joel Popkin**

Reviewed the Annual Business Meeting check off list.

Legal Defund Fund Balance \$120,171.75.

A blast email will be sent for the online registration.

IRS problem is being handled by Steve Weinstein (Auditor). The IRS keeps mixing us up with the Municipal Court.

Renewal of Legalized Games of Chance Registration has been completed.

Reviewed the check off list for the NJLOM.

Vouchers from Taj Mahal are delayed.

Manual Review which will now be Desk Reference has been sent to Coded System.

E-Blast will be sent with Joel's new address.

Letterhead revisions have been made.

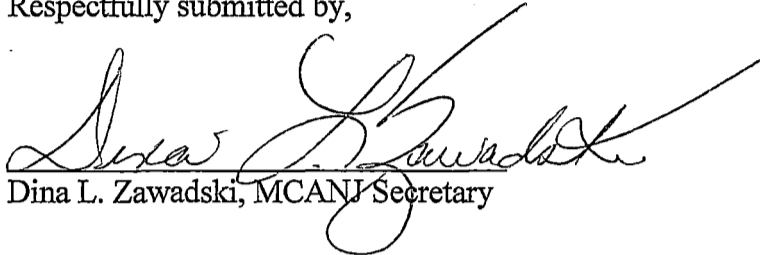
10 Free 2014 Conference Registrations for MCANJ's Annual Meeting will be offered. 10 names will be pulled from the submittal of business cards as well as 5 alternates.

Transition meeting will be December 11, 2013 at 9:30am. Location TBA.

ADJOURNMENT:

Motion to adjourn made by Pavlica, second by Zawadski. Motion Carried.  
Meeting adjourned at 12:30PM.

Respectfully submitted by,



Dina L. Zawadski, MCANJ Secretary