

**The Municipal Clerks' Association of New Jersey**  
**Executive Board Meeting Minutes**  
**Agenda - December 1, 2017 – 10 AM**  
**Deptford Township Municipal Building**

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1. Call to Order
2. Flag Salute & Moment of Silence
3. Roll Call
4. Approval of Minutes: July 28, 2017 Executive Board Meeting
5. Unfinished Business
  - OPRA/OPMA- Meeting Update with Senator Weinberg
  - Manual Updates are being worked on
6. New Business Discussion:
  - President – Dina Zawadski
  - a. Discussion of Memorializing Resolution (Scholarships) - as discussed and endorsed at the 6/16/17 and 10/20/17 EB meeting.
  - b. Resolution FY2018-13 Appointment of Mike Herbert – Additional Services of Review of Desk Reference / Manual
  - c. Correction to Resolution FY2018-12 concerning Michele's appointment as Quill Editor for MCANJ
  - d. Proposed LDF By-law changes
  - e. League Attendance and Topics
  - f. They've Done Their Time Now Let Them Vote Article
7. Reports
  - a. Executive Director-Joel Popkin
  - b. Attorney-Michael Herbert
  - c. Secretary- Kim White
  - d. Treasurer- Eileen Gore, Budget Report, General Ledger and Profit Loss
  - e. 2<sup>nd</sup> Vice President- Diane Pflugfelder
  - f. 1<sup>st</sup> Vice President-Kevin Galland-Report on NJLM Conference Sessions
  - g. Immediate Past President-Denise Szabo
  - h. President
8. New Business
9. Adjournment

**The Municipal Clerks' Association of New Jersey**  
**Executive Board Meeting Minutes**  
**December 1, 2017 – 10 AM**  
**Deptford Township Municipal Building**

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A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Deptford Township, New Jersey on December 1, 2017. The meeting was opened by President Zawadski with the Pledge of Allegiance and Moment of Silence at 10:00 am.

The following members of the Executive Board were present:

President Dina Zawadski  
1<sup>st</sup> Vice President Kevin Galland  
2<sup>nd</sup> Vice President Diane Pflugfeldeer  
Treasurer, Eileen Gore  
Immediate Past President Denise Szabo

Also present:

Executive Director, Joel Popkin  
Daniel Davidow, Parker McCay

Absent: Kim White, Secretary

#### Approval of Minutes

A motion was made by Eileen Gore and seconded by Diane Pflugfelder to approve the minutes of the Executive Board Meeting Minutes of July 28, 2017 as amended; unanimously approved.

#### Unfinished Business

- OPRA/OPMA Meeting Update with Senator Weinberg – President Zawadski provided an update on the meeting held with Senator Weinberg where she proposed a state database be instituted. The senator expressed her frustration with the resolution that was passed by the MCANJ in opposition to the proposed legislation as currently written, however it was relayed that MCANJ is willing to work with her on the OPRA and OPMA legislation for the betterment of the law.

After much discussion, it was suggested by Mr. Galland that a request for a meeting be made to discuss the proposal further in order to present the Association's thoughts on the matter. It was determined that Ms. Zawadski would respond accordingly to the Senator.

Manual Updates – Ms. Zawadski advised that Daina is currently working on the updates and they are moving along with the manual. Mr. Popkin advised that Coded Systems has provided numbers to Rutgers as far as how much it would cost to get the new updates. At that point, everything has been in and done for this year.

#### New Business

- A resolution relative to scholarships will be prepared for the meeting of January 19<sup>th</sup> to memorialize the discussion/action of the June 16 and October 20<sup>th</sup> meetings.
- Resolution FY2018-13 was removed from the agenda for discussion at a later date as a contract has not been prepared and approved currently. The resolution (FY2018-14) by Ms. Szabo will be used for the next meeting when the actual contract is acted upon. Mr. Popkin gave Mr. Davidow an overview of the process involved in updating the desk reference manual in order to allow him to provide a proposed time frame for completion

by the firm. He advised that a close review of the manual will be undertaken in order to determine a proper time frame, but felt that it should not take any longer than two months.

Mr. Popkin advised that an email had been received from MR. Herbert advising that additional legal fees would need to be charged for time that was spent on different items i.e. OPRA meetings, reviews above and beyond the normal retainer for services. It was requested that a figure be provided for discussion with the Executive Board which should be received in the coming days.

- Correction to Resolution FY2018-12 concerning the Quill Editor's payment. On the motion of Ms. Pflugfelder and seconded by Ms. Szabo , Resolution FY2018-12 was unanimously approved.
- Proposed LDF By-Law Changes – At the last meeting, decisions were made for which a draft of the proposed changes was supposed to be provided for this meeting. Ms. Zawadski advised that she would prepare red-line version of the proposed changes which will come back to the EB and then forwarded to the LDF Committee for their review. The LDF Committee will provide comments to the EB for formal action.
- League Attendance & Topics – Ms. Zawadski advised that the League sessions were received well, however, the overall attendance at the League was down. Congratulations were offered to Mr. Galland for his excellent job of putting the MCANJ program speakers together and being attentive to the many details involved in putting the programs together. Ms. Szabo expressed that as EB members, we do participate in the League because that is a decision of this board, the entire Executive Board has to participate. Members should attend and be present at all our education sessions, especially the officers of the Executive Board to show support for our own program. She felt that board members also need to volunteer for booth duty as well as set-up and breakdown.
- They've Done Their Time Now Let Them Vote Article – Ms. Zawadski asked for any comments about the article provided by Linda Wanat to which there were no comments offered.

## Reports

- Executive Director
  - Mr. Popkin gave a Legal Defense Fund Update (275 members); seminar registrations currently stand at 101; 3 CEU's have been approved for Professional Development.
  - He advised Thomas Edison that the Association has no interest in classes with them.
  - A new file index for Google Drive was prepared by Ms. Szabo. The EB were all in agreement with the categories which were provided previously, so she will now implement the file system.
  - Liability Insurance in the amount of \$1,122 will be paid along with the filing with the NJ Division of Revenue and Enterprise Services Annual Report that will be done on-line and then posted to Google.
  - The LGCCC renewal application was returned for additional information which was passed around for the required information and will be returned to the state for processing.
  - Concerned with the attendance of Advisory Board Meetings. It was suggested that for the future, the Board might want to consider a policy about attendance at meetings (conference call frequency).
  - MCAMJ Membership - follow-up is needed by Membership Committee.
  - A new copier/fax machine is needed – Mr. Popkin will look into machine replacement/pricing.
- Attorney – Michael Herbert
  - Mr. Davidow discussed the topics that will be covered at the upcoming LDF Seminar.

- Secretary – Kim White
  - In Kim’s absence, Mr. Zawadski advised that Get Well card was sent to Bernadette Dubuss.
- Treasurer – Eileen Gore (See End of Budget Report, General Ledger & Profit Loss)
  - A gift card was sent to Laura Flagg on the birth of her son. Email blast will be sent about membership and information will be sent to county representatives as well.
- 2<sup>nd</sup> Vice President – Diane Pflugfelder
  - Resolution for Kim’s excused absence will be needed for the next agenda.
- 1<sup>st</sup> Vice President – Kevin Galland
  - Reported that all went well at the NJLM Conference.
- Immediate Past President – Denise Szabo
  - Ms. Szabo checked into a conference application through the current website vendor who advised that they don’t do that sort of application, so they declined. It was her opinion that since the conference this year is in two rooms, that it may not be worth the money to have a conference app developed.
  - Provided an update on the email retention policy with the state records committee. There will be another SRC meeting next week at which hopefully there will be some consensus to move forward with a change to the records retention schedule before the end of the year by the SRC.
- President – Dina Zawadski
  - Ms. Zawadski reminded the members to ensure that their required filing for the next level of officer is filed with the Secretary.

There being no further business, a motion was made by Ms. Pflugfelder and seconded by Mr. Szabo to adjourn the meeting.

Respectfully Submitted,



Eileen Gore, Treasurer

Minutes Approved \_\_\_\_\_

## General Ledger - EB Report

As of October 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Cash - Raffle Account</b>							2,510.20
Total Cash - Raffle Account							2,510.20
<b>CD-Legal Defense Fund (#8439)</b>							46,910.59
Deposit	10/31/2017			Deposit	Interest Inc-Legal Defense Fund	23.91	46,934.50
Total CD-Legal Defense Fund (#8439)							23.91 46,934.50
<b>CD-Operating Fund (#5027)</b>							108,196.47
Deposit	10/31/2017			Deposit	Interest Income-Operating Fund	91.47	108,287.94
Total CD-Operating Fund (#5027)							91.47 108,287.94
<b>CD #2-Legal Defense Fd (#7427)</b>							41,844.19
Deposit	10/14/2017			Deposit	Interest Inc-Legal Defense Fund	9.64	41,853.83
Deposit	10/31/2017			Interest	Interest Inc-Legal Defense Fund	20.64	41,874.47
Deposit	10/31/2017			Deposit	Interest Inc-Legal Defense Fund	11.70	41,886.17
Total CD #2-Legal Defense Fd (#7427)							41.98 41,886.17
<b>Checking - Legal Defense Acct</b>							50,539.16
Deposit	10/02/2017			Deposit	Membership Dues-Legal Defense	275.00	50,814.16
Deposit	10/10/2017			Deposit	Membership Dues-Legal Defense	450.00	51,264.16
Deposit	10/13/2017			Deposit	Membership Dues-Legal Defense	275.00	51,539.16
Check	10/16/2017	995028	Joel Popkin	3Q2017	Executive Director Expenses LDF	-500.00	51,039.16
Deposit	10/17/2017			Deposit	Membership Dues-Legal Defense	150.00	51,189.16
Deposit	10/23/2017			Deposit	Membership Dues-Legal Defense	475.00	51,664.16
Deposit	10/30/2017			Deposit	Membership Dues-Legal Defense	200.00	51,864.16
Deposit	10/30/2017			Deposit	Membership Dues-Legal Defense	550.00	52,414.16
Deposit	10/30/2017			Deposit	Interest Inc-Legal Defense Fund	11.24	52,425.40
Total Checking - Legal Defense Acct							1,886.24 52,425.40
<b>Checking - Operating Account</b>							63,829.36
Check	10/02/2017		Capital One		-SPLIT-	-401.30	63,428.06
Check	10/03/2017	995453	Jam Printing		Give Aways Expense	-360.00	63,068.06
Check	10/03/2017	995452	Joel Popkin	3Q 2017 Expenses	Executive Director Expenses	-465.30	62,602.76
Deposit	10/06/2017				Membership Dues-Operating Fund	825.00	63,427.76
Check	10/18/2017	995457	Government Network News		Subscriptions/Registrations	-100.00	63,327.76
Deposit	10/20/2017				Membership Dues-Operating Fund	375.00	63,702.76
Deposit	10/25/2017				Membership Dues-Operating Fund	550.00	64,252.76
Deposit	10/31/2017				Interest Income-Operating Fund	2.69	64,255.45
Total Checking - Operating Account							426.09 64,255.45
<b>Checking - Scholarship Account</b>							11,488.51
Total Checking - Scholarship Account							11,488.51
<b>Fund Balance-Scholarship Fund</b>							-12,142.50
Total Fund Balance-Scholarship Fund							-12,142.50
<b>Fund Balance - Unrestricted</b>							-154,916.61
Total Fund Balance - Unrestricted							-154,916.61
<b>Legal Defense Fund - Restricted</b>							-120,256.10
Total Legal Defense Fund - Restricted							-120,256.10

## General Ledger - EB Report

As of October 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Raffle Account - Restricted</b>							-1,673.20	
Total Raffle Account - Restricted							-1,673.20	
<b>Investment Income</b>							-400.57	
<b>Interest Income</b>							-400.57	
<b>Interest Inc-Legal Defense Fund</b>							-123.07	
Deposit	10/14/2017			Deposit	CD #2-Legal Defense Fd (#7427)	-9.64	-132.71	
Deposit	10/30/2017			Deposit	Checking - Legal Defense Acct	-11.24	-143.95	
Deposit	10/31/2017			Interest	CD #2-Legal Defense Fd (#7427)	-20.64	-164.59	
Deposit	10/31/2017			Deposit	CD-Legal Defense Fund (#8439)	-23.91	-188.50	
Deposit	10/31/2017			Deposit	CD #2-Legal Defense Fd (#7427)	-11.70	-200.20	
Total Interest Inc-Legal Defense Fund							-77.13	-200.20
<b>Interest Income-Operating Fund</b>							-277.50	
Deposit	10/31/2017				Checking - Operating Account	-2.69	-280.19	
Deposit	10/31/2017			Deposit	CD-Operating Fund (#5027)	-91.47	-371.66	
Total Interest Income-Operating Fund							-94.16	-371.66
Total Interest Income							-171.29	-571.86
Total Investment Income							-171.29	-571.86
<b>Other Types of Income</b>							-0.20	
<b>Miscellaneous Revenue</b>							-0.20	
Total Miscellaneous Revenue							-0.20	
Total Other Types of Income							-0.20	
<b>Program Income</b>							-53,079.07	
<b>Membership Dues Revenue</b>							-53,079.07	
<b>Membership Dues-Legal Defense</b>							-5,229.07	
Deposit	10/02/2017			Deposit	Checking - Legal Defense Acct	-275.00	-5,504.07	
Deposit	10/10/2017			Deposit	Checking - Legal Defense Acct	-450.00	-5,954.07	
Deposit	10/13/2017			Deposit	Checking - Legal Defense Acct	-275.00	-6,229.07	
Deposit	10/17/2017			Deposit	Checking - Legal Defense Acct	-150.00	-6,379.07	
Deposit	10/23/2017			Deposit	Checking - Legal Defense Acct	-475.00	-6,854.07	
Deposit	10/30/2017			Deposit	Checking - Legal Defense Acct	-200.00	-7,054.07	
Deposit	10/30/2017			Deposit	Checking - Legal Defense Acct	-550.00	-7,604.07	
Total Membership Dues-Legal Defense							-2,375.00	-7,604.07
<b>Membership Dues-Operating Fund</b>							-47,850.00	
Deposit	10/06/2017				Checking - Operating Account	-825.00	-48,675.00	
Deposit	10/20/2017				Checking - Operating Account	-375.00	-49,050.00	
Deposit	10/25/2017				Checking - Operating Account	-550.00	-49,600.00	
Total Membership Dues-Operating Fund							-1,750.00	-49,600.00
Total Membership Dues Revenue							-4,125.00	-57,204.07
Total Program Income							-4,125.00	-57,204.07
<b>Contract Services</b>							9,525.00	
<b>CPA Retainer</b>							700.00	
Total CPA Retainer							700.00	

**General Ledger - EB Report**  
As of October 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>CPA Retainer LDF</b>							150.00
Total CPA Retainer LDF							150.00
<b>Executive Director Expenses</b>							0.00
Check	10/03/2017	995452	Joel Popkin	3Q 2017 Expenses	Checking - Operating Account	465.30	465.30
Total Executive Director Expenses						465.30	465.30
<b>Executive Director Expenses LDF</b>							600.00
Check	10/16/2017	995028	Joel Popkin	3Q2017	Checking - Legal Defense Acct	500.00	1,100.00
Total Executive Director Expenses LDF						500.00	1,100.00
<b>Executive Director Retainer</b>							6,075.00
Total Executive Director Retainer							6,075.00
<b>Legal Counsel Retainer</b>							1,650.00
Total Legal Counsel Retainer							1,650.00
<b>Legal Counsel Retainer LDF</b>							350.00
Total Legal Counsel Retainer LDF							350.00
Total Contract Services						965.30	10,490.30
<b>Operations</b>							643.61
<b>Advisory/Exec. Board Meetings</b>							179.85
Total Advisory/Exec. Board Meetings							179.85
Office Supplies							163.76
<b>Postage and Delivery</b>							0.00
Check	10/02/2017		Capital One		Checking - Operating Account	13.30	13.30
Total Postage and Delivery						13.30	13.30
<b>Subscriptions/Registrations</b>							300.00
Check	10/18/2017	995457	Government Network News		Checking - Operating Account	100.00	400.00
Total Subscriptions/Registrations						100.00	400.00
Total Operations						113.30	756.91
<b>Other Types of Expenses</b>							969.95
<b>IIMC - Region II 2017 Expense</b>							750.00
Total IIMC - Region II 2017 Expense							750.00
<b>Retirement Pins/Plaques</b>							219.95
Total Retirement Pins/Plaques							219.95
Total Other Types of Expenses							969.95
<b>Program Expenses</b>							6,011.21
<b>Conferences Expense</b>							3,400.00
<b>Annual Conference 2018 Expense</b>							3,400.00
<b>Entertainment/Speakers</b>							2,400.00
Total Entertainment/Speakers							2,400.00

**General Ledger - EB Report**  
As of October 31, 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Facility Expenses</b>							1,000.00
Total Facility Expenses							1,000.00
Total Annual Conference 2018 Expense							3,400.00
Total Conferences Expense							3,400.00
<b>Newsletter Expenses</b>							2,611.21
<b>Quill Printing &amp; Postage</b>							2,611.21
Total Quill Printing & Postage							2,611.21
Total Newsletter Expenses							2,611.21
<b>NJLM Expenses</b>							0.00
<b>Booth Expenses</b>							0.00
Check	10/02/2017		Capital One		Checking - Operating Account	264.00	264.00
Check	10/02/2017		Capital One	Electric for Booth	Checking - Operating Account	124.00	388.00
Total Booth Expenses							388.00
<b>Give Aways Expense</b>							0.00
Check	10/03/2017	995453	Jam Printing		Checking - Operating Account	360.00	360.00
Total Give Aways Expense							360.00
Total NJLM Expenses							748.00
Total Program Expenses							748.00
<b>TOTAL</b>							<b>0.00</b>



**Budget vs. Actual FY 2018**  
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Investment Income</b>			
<b>Interest Income</b>			
Interest Inc-Legal Defense Fund	200.20	500.00	-299.80
Interest Income-Operating Fund	371.66	700.00	-328.34
<b>Total Interest Income</b>	<u>571.86</u>	<u>1,200.00</u>	<u>-628.14</u>
<b>Total Investment Income</b>	571.86	1,200.00	-628.14
<b>Other Types of Income</b>			
Fundraising/Special Events	0.00	3,200.00	-3,200.00
Raffle Proceeds	0.00	300.00	-300.00
Scholarship Grant Revenues	0.00	4,500.00	-4,500.00
Other Types of Income - Other	0.00	0.00	0.00
<b>Total Other Types of Income</b>	<u>0.20</u>	<u>8,000.00</u>	<u>-7,999.80</u>
<b>Program Income</b>			
<b>Conference Fees Revenue</b>			
Annual Conference 2017 Revenue	0.00	0.00	0.00
Annual Conference 2018 Revenue	0.00	100,000.00	-100,000.00
<b>Total Conference Fees Revenue</b>	<u>0.00</u>	<u>100,000.00</u>	<u>-100,000.00</u>
<b>Membership Dues Revenue</b>			
Membership Dues-Legal Defense	7,604.07	7,700.00	-95.93
Membership Dues-Operating Fund	49,600.00	65,000.00	-15,400.00
<b>Total Membership Dues Revenue</b>	<u>57,204.07</u>	<u>72,700.00</u>	<u>-15,495.93</u>
Mini Conferences/Webinars	0.00	500.00	-500.00
Newsletter Ad Revenue	0.00	3,000.00	-3,000.00
<b>Total Program Income</b>	<u>57,204.07</u>	<u>176,200.00</u>	<u>-118,995.93</u>
<b>Surplus</b>	0.00	18,150.00	-18,150.00
<b>Surplus - LDF</b>	0.00	6,000.00	-6,000.00
<b>Surplus - Scholarships</b>	0.00	3,400.00	-3,400.00
<b>Total Income</b>	<u>57,776.13</u>	<u>212,950.00</u>	<u>-155,173.87</u>
<b>Gross Profit</b>	57,776.13	212,950.00	-155,173.87

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Expense</b>			
<b>Compensation Expenses</b>			
Officer Reimbursements	0.00	4,000.00	-4,000.00
Stipend - Manual Review	0.00	1,000.00	-1,000.00
Stipend - Quill Editor	0.00	2,500.00	-2,500.00
Stipend - Webmaster	0.00	1,200.00	-1,200.00
<b>Total Compensation Expenses</b>	<u>0.00</u>	<u>8,700.00</u>	<u>-8,700.00</u>
<b>Contract Services</b>			
Consultant Desk Ref Retainer	0.00	3,000.00	-3,000.00
CPA Retainer	700.00	2,800.00	-2,100.00
CPA Retainer LDF	150.00	600.00	-450.00
Executive Director Expenses	465.30	2,400.00	-1,934.70
Executive Director Expenses LDF	1,100.00	600.00	500.00
Executive Director Retainer	6,075.00	24,300.00	-18,225.00
Executive Director Retainer LDF	0.00	2,400.00	-2,400.00
Legal Counsel Retainer	1,650.00	6,600.00	-4,950.00
Legal Counsel Retainer LDF	350.00	1,400.00	-1,050.00
<b>Total Contract Services</b>	<u>10,490.30</u>	<u>44,100.00</u>	<u>-33,609.70</u>
<b>Operations</b>			
Advisory/Exec. Board Meetings	179.85	2,000.00	-1,820.15
Charities Registration Fee	0.00	100.00	-100.00
Information Technology	0.00	2,400.00	-2,400.00
Information Technology LDF	0.00	500.00	-500.00
Office Supplies	163.76	800.00	-636.24
Office Supplies LDF	0.00	100.00	-100.00
Postage and Delivery	13.30	350.00	-336.70
Postage and Delivery LDF	0.00	100.00	-100.00
Printing and Reproduction	0.00	200.00	-200.00
Storage	0.00	1,100.00	-1,100.00
Subscriptions/Registrations	400.00	1,200.00	-800.00
<b>Total Operations</b>	<u>756.91</u>	<u>8,850.00</u>	<u>-8,093.09</u>

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Types of Expenses</b>			
Fundraising/Special Events	0.00	3,100.00	-3,100.00
IIMC - President's Expenses	0.00	5,000.00	-5,000.00
IIMC - Region II 2017 Expense	750.00	750.00	0.00
Insurance, Bonds and D & O	0.00	3,000.00	-3,000.00
Raffle Expenses	0.00	300.00	-300.00
Retirement Pins/Plaques	259.75	3,000.00	-2,740.25
RMC Pins	0.00	2,000.00	-2,000.00
Scholarships Expense	0.00	7,900.00	-7,900.00
<b>Total Other Types of Expenses</b>	<u>1,009.75</u>	<u>25,050.00</u>	<u>-24,040.25</u>
<b>Program Expenses</b>			
<b>Conferences Expense</b>			
Annual Conference 2017 Expenses	0.00	0.00	0.00
Annual Conference 2018 Expense	3,400.00	100,000.00	-96,600.00
Annual Conference 2019 Expense	0.00	1,000.00	-1,000.00
Other Conferences Expense	0.00	500.00	-500.00
<b>Total Conferences Expense</b>	<u>3,400.00</u>	<u>101,500.00</u>	<u>-98,100.00</u>
Contingency Expense	0.00	1,750.00	-1,750.00
Legal Defense Claims	0.00	7,500.00	-7,500.00
Mini Conference/Webinars	0.00	500.00	-500.00
Mini Conference/Webinars - LDF	0.00	1,000.00	-1,000.00
<b>Newsletter Expenses</b>			
Quill Misc Expense/Photographer	0.00	0.00	0.00
Quill Printing & Postage	2,611.21	10,000.00	-7,388.79
<b>Total Newsletter Expenses</b>	<u>2,611.21</u>	<u>10,000.00</u>	<u>-7,388.79</u>
<b>NJLM Expenses</b>			
Booth Expenses	388.00	2,800.00	-2,412.00
Gratus Rooms	0.00	1,000.00	-1,000.00
NJLM Expenses - Other	0.00	0.00	0.00
<b>Total NJLM Expenses</b>	<u>748.00</u>	<u>3,800.00</u>	<u>-3,052.00</u>

	<b>Jul '17 - Jun 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Spotlight Awards</b>	0.00	200.00	-200.00
<b>Total Program Expenses</b>	6,759.21	126,250.00	-119,490.79
<b>Total Expense</b>	19,016.17	212,950.00	-193,933.83
<b>Net Ordinary Income</b>	38,759.96	0.00	38,759.96
<b>Other Income/Expense</b>			
<b>Other Income</b>	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00
<b>Net Income</b>	<b>38,759.96</b>	<b>0.00</b>	<b>38,759.96</b>

**Profit & Loss Budget vs. Actual - EB+AB Report**  
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Investment Income</b>				
<b>Interest Income</b>				
Interest Inc-Legal Defense Fund	200.20	500.00	-299.80	40.0%
Interest Income-Operating Fund	371.66	700.00	-328.34	53.1%
<b>Total Interest Income</b>	571.86	1,200.00	-628.14	47.7%
<b>Total Investment Income</b>	571.86	1,200.00	-628.14	47.7%
<b>Other Types of Income</b>				
Fundraising/Special Events	0.00	3,200.00	-3,200.00	0.0%
Miscellaneous Revenue	0.20			
Raffle Proceeds	0.00	300.00	-300.00	0.0%
Scholarship Grant Revenues	0.00	4,500.00	-4,500.00	0.0%
<b>Total Other Types of Income</b>	0.20	8,000.00	-7,999.80	0.0%
<b>Program Income</b>				
<b>Conference Fees Revenue</b>				
Annual Conference 2018 Revenue	0.00	100,000.00	-100,000.00	0.0%
<b>Total Conference Fees Revenue</b>	0.00	100,000.00	-100,000.00	0.0%
<b>Membership Dues Revenue</b>				
Membership Dues-Legal Defense	7,604.07	7,700.00	-95.93	98.8%
Membership Dues-Operating Fund	49,600.00	65,000.00	-15,400.00	76.3%
<b>Total Membership Dues Revenue</b>	57,204.07	72,700.00	-15,495.93	78.7%
Mini Conferences/Webinars	0.00	500.00	-500.00	0.0%
Newsletter Ad Revenue	0.00	3,000.00	-3,000.00	0.0%
<b>Total Program Income</b>	57,204.07	176,200.00	-118,995.93	32.5%
<b>Surplus</b>	0.00	18,150.00	-18,150.00	0.0%
<b>Surplus - LDF</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Surplus - Scholarships</b>	0.00	3,400.00	-3,400.00	0.0%
<b>Total Income</b>	57,776.13	212,950.00	-155,173.87	27.1%
<b>Gross Profit</b>	57,776.13	212,950.00	-155,173.87	27.1%
<b>Expense</b>				
<b>Compensation Expenses</b>				
Officer Reimbursements	0.00	4,000.00	-4,000.00	0.0%
Stipend - Manual Review	0.00	1,000.00	-1,000.00	0.0%
Stipend - Quill Editor	0.00	2,500.00	-2,500.00	0.0%
Stipend - Webmaster	0.00	1,200.00	-1,200.00	0.0%
<b>Total Compensation Expenses</b>	0.00	8,700.00	-8,700.00	0.0%

## Profit & Loss Budget vs. Actual - EB+AB Report

July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Contract Services</b>				
Consultant Desk Ref Retainer	0.00	3,000.00	-3,000.00	0.0%
CPA Retainer	700.00	2,800.00	-2,100.00	25.0%
CPA Retainer LDF	150.00	600.00	-450.00	25.0%
Executive Director Expenses	465.30	2,400.00	-1,934.70	19.4%
Executive Director Expenses LDF	1,100.00	600.00	500.00	183.3%
Executive Director Retainer	6,075.00	24,300.00	-18,225.00	25.0%
Executive Director Retainer LDF	0.00	2,400.00	-2,400.00	0.0%
Legal Counsel Retainer	1,650.00	6,600.00	-4,950.00	25.0%
Legal Counsel Retainer LDF	350.00	1,400.00	-1,050.00	25.0%
<b>Total Contract Services</b>	<b>10,490.30</b>	<b>44,100.00</b>	<b>-33,609.70</b>	<b>23.8%</b>
<b>Operations</b>				
Advisory/Exec. Board Meetings	179.85	2,000.00	-1,820.15	9.0%
Charities Registration Fee	0.00	100.00	-100.00	0.0%
Information Technology	0.00	2,400.00	-2,400.00	0.0%
Information Technology LDF	0.00	500.00	-500.00	0.0%
Office Supplies	163.76	800.00	-636.24	20.5%
Office Supplies LDF	0.00	100.00	-100.00	0.0%
Postage and Delivery	13.30	350.00	-336.70	3.8%
Postage and Delivery LDF	0.00	100.00	-100.00	0.0%
Printing and Reproduction	0.00	200.00	-200.00	0.0%
Storage	0.00	1,100.00	-1,100.00	0.0%
Subscriptions/Registrations	400.00	1,200.00	-800.00	33.3%
<b>Total Operations</b>	<b>756.91</b>	<b>8,850.00</b>	<b>-8,093.09</b>	<b>8.6%</b>
<b>Other Types of Expenses</b>				
Fundraising/Special Events	0.00	3,100.00	-3,100.00	0.0%
IIMC - President's Expenses	0.00	5,000.00	-5,000.00	0.0%
IIMC - Region II 2017 Expense	750.00	750.00	0.00	100.0%
Insurance, Bonds and D & O	0.00	3,000.00	-3,000.00	0.0%
Raffle Expenses	0.00	300.00	-300.00	0.0%
Retirement Pins/Plaques	259.75	3,000.00	-2,740.25	8.7%
RMC Pins	0.00	2,000.00	-2,000.00	0.0%
Scholarships Expense	0.00	7,900.00	-7,900.00	0.0%
<b>Total Other Types of Expenses</b>	<b>1,009.75</b>	<b>25,050.00</b>	<b>-24,040.25</b>	<b>4.0%</b>
<b>Program Expenses</b>				
<b>Conferences Expense</b>				
Annual Conference 2018 Expense				
Entertainment/Speakers	2,400.00			
Facility Expenses	1,000.00			
Annual Conference 2018 Expense - Other	0.00	100,000.00	-100,000.00	0.0%
<b>Total Annual Conference 2018 Expense</b>	<b>3,400.00</b>	<b>100,000.00</b>	<b>-96,600.00</b>	<b>3.4%</b>
Annual Conference 2019 Expense	0.00	1,000.00	-1,000.00	0.0%

## Profit & Loss Budget vs. Actual - EB+AB Report

July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Other Conferences Expense	0.00	500.00	-500.00	0.0%
<b>Total Conferences Expense</b>	<b>3,400.00</b>	<b>101,500.00</b>	<b>-98,100.00</b>	<b>3.3%</b>
Contingency Expense	0.00	1,750.00	-1,750.00	0.0%
Legal Defense Claims	0.00	7,500.00	-7,500.00	0.0%
Mini Conference/Webinars	0.00	500.00	-500.00	0.0%
Mini Conference/Webinars - LDF	0.00	1,000.00	-1,000.00	0.0%
Newsletter Expenses				
Quill Printing & Postage	2,611.21	10,000.00	-7,388.79	26.1%
<b>Total Newsletter Expenses</b>	<b>2,611.21</b>	<b>10,000.00</b>	<b>-7,388.79</b>	<b>26.1%</b>
NJLM Expenses				
Booth Expenses	388.00	2,800.00	-2,412.00	13.9%
Give Aways Expense	360.00			
Gratus Rooms	0.00	1,000.00	-1,000.00	0.0%
<b>Total NJLM Expenses</b>	<b>748.00</b>	<b>3,800.00</b>	<b>-3,052.00</b>	<b>19.7%</b>
Spotlight Awards	0.00	200.00	-200.00	0.0%
<b>Total Program Expenses</b>	<b>6,759.21</b>	<b>126,250.00</b>	<b>-119,490.79</b>	<b>5.4%</b>
<b>Total Expense</b>	<b>19,016.17</b>	<b>212,950.00</b>	<b>-193,933.83</b>	<b>8.9%</b>
<b>Net Ordinary Income</b>	<b>38,759.96</b>	<b>0.00</b>	<b>38,759.96</b>	<b>100.0%</b>
<b>Net Income</b>	<b>38,759.96</b>	<b>0.00</b>	<b>38,759.96</b>	<b>100.0%</b>

**Resolution FY2018-12**

Memorializing Resolution of Approval Appointing Michelle Bobrowski as Quill Editor for the  
MCANJ

**WHEREAS**, Michelle Bobrowski has applied to fill the vacant role of Quill Editor vacated by Joseph Kostecki; and

**WHEREAS**, Michelle Bobrowski is qualified to serve as Quill Editor.

**NOW, THEREFORE, BE IT RESOLVED**, by the Executive Board of the Municipal Clerks' Association of New Jersey that we do hereby memorialize the following actions taken by the MCANJ Executive Board on July 28, 2017:

1. Michelle Bobrowski is hereby appointed to fill the vacant position of Quill Editor for the remainder of FY2018.
2. Michelle Bobrowski will be paid a prorated stipend of \$1,562.50 for FY2018
3. Joseph Kostecki will be paid a prorated stipend of \$937.50 for FY2018

Agenda and Date Voted: 12/01/2017