

# **MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY**

## **EXECUTIVE BOARD MEETING MINUTES FRIDAY, MARCH 14, 2014 WOODBRIIDGE TOWNSHIP MUNICIPAL BUILDING WOODBRIIDGE, NJ**

### **1. CALL TO ORDER**

President John Mitch called the meeting to order at 10:02 AM.

### **2. FLAG SALUTE AND MOMENT OF SILENCE**

President John Mitch asked for a moment of silence, a prayer to protect all of the men and women serving in the armed forces.

### **3. ROLL CALL**

The following members of the Executive Board were present for the meeting:

President, John Mitch

1<sup>st</sup> Vice President, Keith Kazmark

2<sup>nd</sup> Vice President, Denise Szabo

Treasurer, Dina Zawadski

Secretary, Kevin Galland

Immediate Past President, Nancy Saffos (via conference call)

Executive Director, Joel Popkin

### **4. APPROVAL OF MINUTES**

Upon motion made by 1<sup>st</sup> Vice President, Kazmark, seconded by Treasurer Zawadski, and unanimously passed on voice vote, the minutes of the January 24, 2014 Executive Board Meeting were approved.

### **5. TREASURER'S REPORT – DINA ZAWADSKI**

- a. Treasurer Zawadski reported the Account Balances as of March 12, 2014 are as follows:

|                         |              |
|-------------------------|--------------|
| Checking/Savings        | \$105,391.25 |
| Scholarship Funds       | \$9,802.50   |
| Raffles                 | \$2,705.00   |
| Certificates of Deposit | \$104,440.89 |
| Balance All Accounts    | \$222,339.64 |

- a. Upon motion made by 1<sup>st</sup> Vice President, Kazmark, seconded by 2<sup>nd</sup> Vice President Szabo, and unanimously passed on voice vote, Treasurer Zawadski's report of Account Balances was accepted.

- b. General Ledger & Profit & Loss Budget vs. Actual

Treasurer Zawadski and 1<sup>st</sup> Vice President Szabo reviewed the General Ledger Report and the Profit & Loss Budget vs. Actual reports as of February 28, 2014. Following discussion of same, upon motion made by 2<sup>nd</sup> Vice President, Szabo and seconded by 1<sup>st</sup> Vice President Kazmark, and unanimously passed on voice vote, the reports were accepted.

6. REPORT OF OFFICERS

a. SECRETARY – KEVIN GALLAND

Secretary Galland stated that he had no report at this time. 1<sup>st</sup> Vice President Kazmark queried how the nomination form for the Municipal Clerk of the Year and the application form for Candidacy to MCANJ Executive Board were handled for the upcoming April edition of The Quill. Secretary Galland reported that the form mirrors previous years format with the caveat that if the organization’s constitution and by-laws were amended at the Education Conference, the cutoff dates would be revised to reflect such changes.

b. TREASURER – DINA ZAWADSKI

Membership Report – as of March 12, 2014, there are 687 Members in the Association, with a break-down as follows:

| CATEGORY                              | TOTAL |
|---------------------------------------|-------|
| Full – Municipal Clerk                | 423   |
| Affiliate – All Others                | 21    |
| Honorary Membership (Retired)         | 39    |
| Full – Clerk of Freeholder Board      | 2     |
| Associate – Assistant Municipal Clerk | 19    |
| Associate – Deputy Municipal Clerk    | 167   |
| Full – Acting Municipal Clerk         | 13    |
| Associate – Deputy County Clerk       | 1     |
| Full- County Clerk                    | 2     |
| GRAND TOTAL                           | 687   |

President Mitch expressed the need: to identify those Municipal Clerks who have not as yet joined the Association; and to email those Municipal Clerks who have joined the Association, but yet to have forwarded their annual dues.

Treasurer Zawadski thanked 2<sup>nd</sup> Vice President Szabo for all of the support and help provided to her.

c. SECOND VICE PRESIDENT – DENISE SZABO

Website Update – 2<sup>nd</sup> Vice President Szabo reported that the forms on the website are being converted to PDF fill-in forms, which will provide for a more professional presentation of the forms. The website itself is running well and numerous comments have been received noting the improvements made.

d. FIRST VICE PRESIDENT – KEITH KAZMARK

- i. Proposed Amendments to Constitution & By-Laws – 1<sup>st</sup> Vice President Kazmark reported that every effort has been made to make the membership aware of this pending amendment and the importance of expressing the membership’s individual opinion

by attending and voting at the Advisory Board Meeting on March 27<sup>th</sup>. Blast e-mails have been sent to the membership and the information is on the website.

- ii. League of Municipalities – 1<sup>st</sup> Vice President Kazmark reported that he, President Mitch, and Executive Director Popkin will be attending a meeting on April 16<sup>th</sup> to represent the Association in planning the 2014 League of Municipalities Convention.
- iii. MCANJ E-Mails – 1<sup>st</sup> Vice President Kazmark questioned if the Association was going to adhere using the Association's email addresses as our main link of communication amongst the membership.

e. PRESIDENT JOHN MITCH

- i. GovNetNJ.com subscription/committee report

President Mitch reported that Kim-Marie White, Chair, Legislative Review Committee for Laws Pertaining to Municipal Clerks' Profession, has been providing reports to him and he has in turned forwarded the reports to the Executive Board. This process runs parallel to the League's tracking. President Mitch stated that we will continue to monitor the need for this subscription.

- ii. MCANJ Membership Spotlight Recognition

Two individuals have been selected for the month of February, Cape May County Deputy Clerk Diana L. Hevener and Bernards Township Deputy Municipal Clerk Rhonda Pisano. Diana Hevener is to be commended for her many years of work with the Cape May County Toys for Tots program and Rhonda Pisano for her years of volunteerism with the Liberty Corner Fire Company, Camp Fatima, and Plays-in-the-Park. Reaction to the program has been very good.

President Mitch requested notification of County Municipal Clerks' meeting so that he may attend if his schedule permits.

- iii. 1099 Forms

President Mitch reminded the Board that all individuals who receive \$600.00 or more will be receiving a 1099.

- iv. Region II Director Expenses (Shall we extend to IIMC Vice President and President if same is a New Jersey Clerk) follow up.

President Mitch presented this subject matter as a carry-over from the previous meeting. After a lengthy discussion of the pros and cons, no decision was reached and the matter was tabled.

- v. Define 'Active' membership relating to retirees letter opener.

President Mitch reported that there is a minor glitch in the definition of "Active" when a member announces their retirement in the early part of a year and has not paid their dues for that current year. Technically, if they are not current for the year they are retiring in they are not "Active". Obviously this is not the intent and we need a policy to address this situation to assure that any member retiring in the first quarter of the year following an active membership is considered "Active" on their retirement date. Past President Saffos will craft a policy.

1<sup>st</sup> Vice President Kazmark raised the issue of whether a Clerk to the Freeholder Board is entitled to run for the Executive Board. After discussion the Constitution/By-Laws does not allow for such an opportunity.

- vi. Voting at Conference to consider Constitution & By-Law changes. Need ballots, Membership Roster(s) and committee to oversee process and report results.

President Mitch reviewed the list of needs listed above and will solicit the help of a committee chair.

- vii. NJLM Affiliates Meeting (April 16, 2014 10:00 AM – 2:00 PM)

Covered in 1<sup>st</sup> Vice President Kazmark's report.

- viii. Comparison of Conference Costs to GPANJ.

President Mitch reported that the Municipal Clerks' Education Conference is longer; GPANJ does not have a Key Note Speaker the quality of ours; GPANJ costs are greater. President Mitch stated that if we need to reduce our expenses going forward, we should focus on the cost of the Key Note Speaker.

- ix. Steve Weinstein acknowledged proposed changes to a Fiscal Year. Will need filings for 6/30/14 if approved.

The Executive Board is prepared to have an audit conducted to cover the first six months of operation of 2014.

- x. Richard Lustgarten recommended if the change to a Fiscal Year is approved, at the May Executive Board Meeting, adopt a Resolution acknowledging same.

The Executive Board is prepared to prepare and adopt a resolution to memorialize the change to a fiscal year if so appropriate.

- xi. Future Consideration for CEU certificates for Annual Education Conference.

President Mitch solicited ideas on how we can eliminate paper when we issue CEU certificates for the Annual Education Conference going forward. Need to investigate systems used by other organizations.

f. IMMEDIATE PAST PRESIDENT REPORT – NANCY SAFFOS

Past President Saffos reported that she testified in favor of A-1475 and her presentation was well received by the Committee. Discussion followed for the need for Executive Board members to contact their representatives to encourage support.

Past President Saffos discussed the complexity of the Treasurer's responsibilities and recommended that the Board consider hiring a bookkeeper in the future.

g. EXECUTIVE DIRECTOR –JOEL POPKIN

i. Legal Defense Fund

Financial Report – Executive Director Popkin reported that the Account Balance as of February 12, 2014 for the Legal Defense Fund totals \$122,789.73, (Certificate of Deposit \$86,896.25 and Money Market Checking Account \$35,893.48).

LDF Applications – The Director reported that we now have a new on-line registration procedure and as of this date there are 210 registrants, which is some 50 to 60 less than last year.

Problems expressed by the Director include: the application, not hitting send; sending in old forms; not reaching everyone, few new applications; and checks being issued by municipalities.

The Director suggested that the registration date be extended to June 1<sup>st</sup>. Upon motion made by Treasurer Zawadski, seconded by 1<sup>st</sup> Vice President Kazmark, and unanimously passed on voice vote, the Executive Board agreed to extend the Legal Defense Fund registration date to June 1, 2014.

ii. New Credit Cards

Executive Director Popkin advised the Board that new credit cards will be provided at the end of the meeting to the Board Members. The new credit cards will provide more points for the Association when purchases are made.

iii. League of Municipalities

The Director reported that the contract for the booth space has been executed at a cost of \$700.00, which is one-half the norm.

There is a need to determine what the Association will be handing out as giveaways during the convention.

iv. Insurance Renewals

The Director stated that he will be working on the Association's Liability Insurance renewal in the immediate future.

7. OTHER BUSINESS – UPDATES

- i. MCANJ President or representative on Government Records Council – Covered under Past President Saffos' report.
- ii. OPRA/OPMA – nothing new to report.
- iii. Shared Services – nothing new to report.
- iv. Executed Contracts (Legal, Auditor, Executive Director) – missing Auditor's.

8. UPCOMING DATES:

- i. 2014 RMC Certification Exams administered by DLGS set for April 22, 2014 and October 15, 2014.
- ii. MCANJ Annual Education Conference March 24 – 27, 2014 (Atlantic City).
- iii. Municipal Clerk's Week (May 4-10, 2014).

9. OTHER

There was a general discussion regarding the financial transactions of the Association. It was suggested that for the sake of consistency and accuracy, perhaps the Association should consider hiring a bookkeeper going forward.

10. ADJOURNMENT

Motion made by Treasure Zawadski, seconded by 1<sup>st</sup> Vice President Kazmark and unanimously passed by voice vote at 11:40 AM.

Respectfully submitted by:



Kevin Galland, NCAMJ Secretary