

As I stated earlier, 2010 is also going to be an exciting year. For the first time ever, our Education Conference will be held at the newly renovated Taj Mahal Hotel from March 22-25, 2010. The theme for this conference is: Education - It's a Slam Dunk! The Conference Committee has been working diligently to finalize the education sessions and I promise it will be a great conference. I hope you will make every effort to attend.

I know that every President-elect stands up at this podium and urges each of you to get involved in the Association. I'm no different. While I realize that your time is precious and you have many responsibilities with your job and your family, I can say to you unequivocally that getting involved in this Association will be one of the most rewarding experiences of your professional life. I urge you to volunteer to serve on a committee or lend a hand in whatever capacity you're able. We cannot do this alone.

I would be remiss if I didn't thank L. Manuel Hirshblond, "Mr. Municipal Clerk" for his twenty plus years of service to our Association. I'd like to share my favorite Manny story with all of you. It was my first conference after coming onto the Executive Board and we were finalizing the number of meals we were going to order for the Annual Banquet. My mother, who we joke about, carries a dinner for twelve in her car, brought us up on the concept that you never want to run out of food. So we got into a discussion about the number of meals to order. Manny had one number in mind and needless to say, I had another. Manny, being the GREAT public servant that he is, deferred to me. Well, wouldn't you know it, we ordered about 30 meals too many. Manny never let me live it down and I never disagreed with Manny again. Manny, thank you for your guidance and friendship. You are one in a million and you are irreplaceable, but Joel's not too shabby either. Also, a special thank you to our President, Joan Moreland. Joan, you have led this Association through the year with grace and dignity. You have had to endure some obstacles but you never wavered from your commitment to MCANJ and for that, this Association owes you a debt of gratitude.

Thank you for this tremendous honor. You have my promise that I will work tirelessly for you and with you so that together, this Association can reach its full potential.

Thank you again."

#### **ACKNOWLEDGMENTS TO PRESIDENT JOAN D. MORELAND**

President Buttiglieri presented a plaque and gifts to outgoing President Moreland saying, "On behalf of your hard work and tireless efforts and on behalf of the Executive Board and the entire membership we hope that you will enjoy these gifts for year's to come."

President Buttiglieri introduced his guests who included his Mayor, Council Members, Zoning Board Officials, his coworkers and support staff, who he said were the best people anywhere and he would not be able to do all he has done without their help and support. He introduced his family, his sisters and when introducing his parents he said, "the two people that are the backbone of everything I've ever done, my mom and dad." He also introduced his wife Ray Jean, who he said was extremely supportive and said to her, "I love you and I just can't picture my life without you. Thank you for everything."

#### **ADJOURNMENT**

At 11:18 AM, there being no further business, on a motion by Jane Williams-Warren seconded by Barbara Hawk and unanimously carried by voice vote, the meeting was adjourned.

Respectfully submitted,

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Nancy L. Saffos  
Secretary

2010 is going to be both a challenging year and an exciting one. The challenges before us are extremely important to our profession. However, I believe that in order to make positive changes, we must first look back at our history. While it is quite rich, there are a few people and events that have defined our profession. Let's remember John Carroll, from Plainfield, who in 1922 was appointed Chairman of a temporary association, for the purpose of effecting a permanent organization, and who led the fight to draft a bill providing for tenure of office for Municipal Clerk. In December of 1927, a motion was made and adopted that the Municipal Clerks Association join the New Jersey League of Municipalities. As they say in baseball, that was a home run. Let's not forget Mary Martin, from Asbury Park, who was the first woman President of our Association and paved the way for so many great female leaders who have worked tirelessly to elevate the Municipal Clerks Association to an even more prominent role in local government. The eighties brought about monumental changes to our profession. In January 1982, the statute governing the Municipal Clerk was amended to state that all Municipal Clerks shall hold office for a three (3) year term. In 1985, the New Jersey Senate unanimously passed legislation professionalizing the office of the Municipal Clerk and in December of that same year, the first-ever Registered Municipal Clerks exam was held. The nineties brought about the law establishing the core duties of the Municipal Clerk and the new duty was thrust upon all of us; the running of the School Board elections.

The new millennium brought about significant changes to our profession as well. We no longer use words to convey thoughts but rather abbreviations such as HAVA, GRC, PARIS, and everyone's favorite, OPRA. We have paperless meetings, but still manage to compile more paper than the New York Times. Through all the years and all the changes, the one constant has been the dedicated individuals that we call the Municipal Clerk. Let's not be fooled.

Change has not stopped. As I begin my term as the 84th President of the Municipal Clerks Association of New Jersey, I am deeply humbled, but also invigorated. To have the opportunity to guide us as we embark on what has become somewhat of a tumultuous time, is both exciting and quite daunting.

Although many issues arise during the course of everyone's Presidency, I believe there are two that need to be the focus during 2010. Both are of equal importance to our profession and both will demand that our entire membership work together in order that we may bring about the change necessary to protect each of us.

The first issue has to deal with the ever popular Open Public Records Act. On August 8th of this year, an Editorial appeared in the Star Ledger stating that "New Jersey OPRA has cracks". As my nephews say to me all the time, "DAH". Municipal Clerks have been saying that same thing since the inception of this law. The article asserts that many Clerks have been found "negligent" and some were even found to be guilty of willful violations and unreasonable denials. It also goes on to say that the Municipal Clerks incorrectly withheld information because we don't understand the law, can't be bothered to learn it or just look for any loophole to reject a request. These accusations cannot be further from the truth. The time has come that we put on the boxing gloves and fight for our reputations and those of our fellow Municipal Clerks. At this very Convention, President Moreland cosponsored a resolution asking the State Legislature to address the flaws on the Open Public Records Act. Since OPRA was signed into law, we have been pleading that we need to tighten this law up. We need to be uniform in the guidelines of what information can be provided and how we can provide it. This has all fallen on deaf ears. The Government Records Council, while doing the best they can, does not provide us with the guidance we need when those gray areas appear on a request. Many of us have called them to seek their guidance and their response is to talk to your municipal attorney. Well, we do and then we wind up in front of them, justifying our actions. Also, as it currently stands, a vacancy exists on the Government Records Council. A Municipal Clerk must be appointed to fill that vacancy. We need to have our voices heard when decisions are being rendered that affect our jobs. I vow that I will work tirelessly to see that we finally get a seat at the table. Governor-Elect Christie has promised change, well let's see some change and give the Municipal Clerks a seat at the GRC table. Now that would be change.

Another prevalent issue that I plan on focusing during my term has to do with our tenure. In this very volatile environment that has become local government, it is even more important that we have protection against unwarranted removal from office. Total disregard of the tenure provision that governs our profession cannot and will not be tolerated. Over the past few years, attempts to remove tenured Municipal Clerks have become a major concern for this Board and should be for the entire Association.

As I stated before, our predecessors fought to get the legislation passed, and we cannot let that go by the wayside. We need to get some teeth into the law and we will. You have my commitment.

On the County and State levels, this individual rose through the ranks of their county Association, eventually becoming President and, never having been known to rest on past accomplishments our honoree further showed commitment to MCANJ by working up through the different positions and ultimately becoming President of the Municipal Clerks Association of New Jersey.

This Clerk was made a Contributing Member of the Department of Community Affairs, Board of Examiners for the Registered Municipal Clerks' exam. Currently, this person prepares students to take the RMC exam as a teacher for Rutgers. Our recipient has also served as a panelist for many education sessions through the association as well as the League of Municipalities.

This person has also demonstrated commitment to many other organizations, including coordinating annual fundraising efforts for the American Cancer Society's Daffodil Days, the County Governing Official Committee, the committee that was successful in getting the municipality recognized as a mailing address and most importantly, as "booth girl" at the county fair.

This Municipal Clerk exemplifies what this Association and our profession is all about – SERVICE to your family, SERVICE to your municipality and SERVICE to the Municipal Clerks Association.

It gives me great pleasure to announce that the prestigious Municipal Clerks Association 2009 Clerk of the Year Award is presented to Sharon Brienza, Municipal Clerk of Branchburg Township."

Sharon Brienza accepted the awarded. Shocked she looked around the room and noticed the many people who surprised her by coming to witness her receive this honor from the association. Among the many was her mother. The membership gave Sharon a standing ovation and long applause. Sharon thanked everyone for the honor.

#### **PRESENTATION OF THE 2010 SLATE OF OFFICERS**

Secretary Saffos presented the membership with the slate of officers to serve on the 2010 Executive Board as follows:

Vincent G. Buttiglieri, Ocean Township – President  
Joanne M. Kwasniewski, Fair Lawn borough – 1<sup>st</sup> Vice President  
Andrew J. Pavlica, Garfield City – 2<sup>nd</sup> Vice President  
Nancy L. Saffos, Cherry Hill Township – Treasurer  
John M. Mitch, Woodbridge Township – Secretary  
Joan D. Moreland, Haddon Heights Borough – Immediate Past President

On a motion by Secretary Saffos, seconded by Deanna Bennett and carried by unanimous vote, the slate of officers to serve on the 2010 Executive Board was approved as presented.

#### **ADMINISTRATION OF OATH TO OFFICERS:**

The Honorable Patrick J. Diegnan, Jr. Assemblyman, 18<sup>th</sup> Legislative District administered the Oath of Office to the 2010 Executive Board.

#### **REMARKS BY PRESIDENT VINCENT G. BUTTIGLIERI**

"For those of you who attended last year's Annual Meeting, you may remember that President Moreland started off her address by quoting George Burns who used to say "The secret to a good speech is to have a good beginning and a good ending and make them as close together as possible". While I agree with that statement most of the time, today may be different. When putting this address together, the only advice I received from my "ever-supporting" wife was to try and not be too long winded. And, as every good husband does, I said "yes, dear, I'll do my best, but I make no promises."

I stand before you today living proof that you can achieve your goals if you put your mind, heart and soul into it. Who would have thought back in 1995, that I'd be standing here before you ready to take the reins as President of the most vital association in local government? Why 1995? That's the year I was elected to the South Plainfield Borough Council. I, very quickly, saw the light. I realized that everything that happens in local government is a direct result of having a competent and knowledgeable Municipal Clerk. This is no insult to the many dedicated elected officials who serve their municipalities, especially those in the Township of Ocean, but we all know that nothing gets done unless the Municipal Clerk is involved.

When I was 2nd Vice President he helped me sort the many conference registrations and understood my frustration when meals were checked off with no choice picked. When I was 1st Vice President he did everything he could around the house to give me the time I needed to work on hotel reservations for the League. During my time as President, his support has been unwavering, simply saying "what can I do to help you?" Thank you Hon."

#### **RECOGNITION OF 2009 CMC AND MMC**

IIMC Region II director, Jane Williams-Warren, Municipal Clerk of the City of Paterson recognized the following individuals for achieving the designation of Master Municipal Clerk:

Katherine Coletta; Carol Degrassi; Heather Mailander; Joan Moreland; Denise Szabo; Mary Ann Young

Ms. Warren also recognized the following individuals for achieving the designation of Certified Municipal Clerk: Linda Dougherty.; Kathleen West; Dina Zawadski

#### **RECOGNITION OF INSTRUCTORS OF MUNICIPAL CLERKS COURSES**

Pamela Morley-Chappelle, Associate Program Specialist, Rutgers University voiced her appreciation to the following individuals for their efforts as instructors for Rutgers University for the Municipal Clerk Certification Program Courses: Barbara Bascom; Sharon Brienza; Katherine Coletta; James Doherty; Elaine Kennedy; Mary Madonna; Gwen McCarthy; Vita Mekovetz; Joel Popkin; Bernadette Standowski; Linda Wanat; Kevin Yecco

#### **RECIPIENTS OF THE REGISTERED MUNICIPAL CLERK CERTIFICATION**

**The following individuals were recognized for achieving the designation of Registered Municipal Clerk in October 2008:**

Suzanne Branagan; Lauren Mayer; Mary A. Canesi; Mark J. McIntosh; Mary Ann Del Mastro; Kelley R. O'Donnell; Susan M. Farrell; Michele A. Rivers; Dale A. Forde; Margaret M. Scanlon; Gale M. Gallo; Carolyn Scannelli; Joanne L. Graf; Melissa A. Jalloh; Catherine S. Underwood; Annemarie Krusznis; Deirdre Vogel; Donna M. Manno; Terrance M. Wall; Paul V. Margiotta; Stephanie N. Yurko

**The following individuals were recognized for achieving the designation of Registered Municipal Clerk in April 2009:**

Diskette Portola-Hernandez; Peter Gorbatuk; Laura P. Borchers; William S. Jett; Beth C. Brothman; Leticia M. Loeser; Nancy A. Burgess; Dawn M. McDonald; Carie A. Crone; Kasren M. Pradva; Traci L. Dibenedetto; Donna M. Phelps; Barbara A. Freijomil; Karen M. Romano; Christine A. Gatti; Lisa A. Tilton; Marcella Giampiccolo; Lauren R. VandeVaarst; Catherine J. Gleason; Gabrielle Voight-Cherna; Tanya L. Goodwin; Sercan Zoklu

#### **PRESENTATION OF THE 2009 MUNICIPAL CLERKS OF THE YEAR AWARD**

Jane Williams-Warren, Municipal Clerk of the City of Paterson and the 2008 Clerk of the Year presented the 2009 Clerk of the Year Award beginning with the following statement:

"This year's recipient began employment in the municipality as an Administrative Assistant and was subsequently appointed Municipal Clerk shortly thereafter. Our honoree received their registered Municipal Clerk certification in 1990. Knowing that education was going to be a key component to any future success, this person went on to receive the prestigious Certified Municipal Clerk and Master of Municipal Clerk designations from the International Institute of Municipal Clerks.

The Clerk we honor today has over twenty years of distinguished service to our profession and a countless amount of their personal time has been spent serving the Municipal Clerks Association in one capacity or another. Our honoree has served on virtually every MCANJ committee, including the Legislative Committee, the Manual Review Committee, the Education Committee the Legal Defense Fund, the conference Committee, and the Information Technology Committee. Throughout the years this Clerk has also volunteered to Chair a number of these committees, including various conference Committees and the Legal Defense Fund. Our recipient has also been a constant contributor for the Quill. Wow talk about getting involved.

grandfather had, indeed, changed the course of the mighty river. This was a lesson that the young boy never forgot and that served him well when he became the chief and leader of his people.

Norman Vincent Peale once said, "Action is a great restorer and builder of confidence. Inaction is not only the result, but the cause of fear. Perhaps the action you take will be successful; perhaps different action or adjustments will have to follow. But any action is better than no action at all."

I'm proud of our IIMC board of Directors for listening to our membership, understanding the areas of concern, and taking action.

I thank you, the members, for the honor and privilege of serving as the President of this wonderful organization."

Mary Lynne Stratta presented gifts of appreciation to both President Moreland and incoming President Vincent Buttiglieri saying that IIMC very much enjoys New Jersey and recognizes the partnership it shares with New Jersey clerks as extremely important and is looking forward to strengthening that partnership in the years to come.

### STATE OF THE ASSOCIATION ADDRESS

President Joan Moreland

"I would like to thank everyone for being here today. I have been contacted by quite a few Clerks that their Governing Body would either not let them attend or wouldn't pay for the Annual Meeting ticket. Some Clerks have to use a vacation to attend and in some cases, they had already used their days for vacation. I really think it's a shame.

My five year journey to this point has been quite an experience. I've made a lot of friends along the way and for that I am grateful. It has been an honor to serve our membership and I thank you all for giving me the opportunity to do so.

The Association is progressing each year. Our treasury has grown thanks to us doing our own conferences at the suggestion of Past President Elaine Kennedy and we have been able to provide professional speakers for many of the educational sessions due to her belief that we could. Attendance at Advisory Board Meetings has hit an all time low. I am disappointed because I believe the whole membership suffers when their County's Advisory Board Member cannot take information back to them, whether it be about new laws, legal problems and outcomes or seminars being offered. The website provides a lot of information, but I still feel some clerks are not getting all the information available to them.

I would like to thank the Executive Board for their support of me during the year. It has been a rough year personally and at the office. Vinnie's unwavering support has been wonderful. As 1st Vice President, he took my place at several events when I was unable to represent MCANJ. I thank Joanne, Drew and Nancy for their work on behalf of all of you. Nancy worked through back surgery this year and I hope she continues to improve. Heather, thank you for your 6 years of service to the membership as a member of the Executive Board. You have always had a supporting word when things seemed tough.

One of the most rewarding times for me this year was when I received a call from Bill Dressel asking me to help a Mayor find a Clerk to help her out because her Clerk had just given her notice. I was at home with severe back problems and had plenty of time to spend on the phone. After talking with the Mayor extensively to find out exactly what she was looking for, I made many calls to Clerks in the area and asked if they could help. A few were unable to take on another town, but some were interested in trying it until a permanent Clerk could be found. A few days after my 2 day phone marathon, I received a call from the Mayor thanking me and saying she found the perfect person. I talked to her about MCANJ and she said I was a fine example. I told her, that all Clerks seem to have a personality that makes them want to do all they can for anyone. It's true; we all do.

Lastly, I would like to thank my husband Rich. When I was secretary he typed all the address labels for various meeting notices. When I was Treasurer he typed 566 + labels to be used when mailing the annual dues invoice and sat up with until after midnight when the dues checks started coming in.

promote the arts. We also visited the Wales Assembly Government and learned about the building itself, which is a modern marvel of "green" construction, being self heating and self cooling. We met with Dr. Brian Gibbons, the Minister for Social Justice and Local Government, about devolved central and local government in Wales. He answered many questions for us about their motional health program, funding for local government, taxation, quality of life issues, etc. We also attended a session of the Welsh Assembly and I, for one, was thrilled to learn that the Wales national government has a higher percentage of female elected representatives (31 to 60) than any other national government in the world. While in Cardiff we participated in a walking tour of the Cardiff Bay development area to learn about the public-private partnership to redevelop this area. From there we journeyed to Cheltenham, England, where we met wit Dr. Elisabeth Skinner, who serves as the institute director for the Institute of Local Council Management at the University of Gloucestershire, and her associate, Dr. James Derounian. They facilitated a wonderful session between study program participants and local town and parish clerks where we exchanged best practices and discussed differences in our forms of local government. I was most pleased to finally meet Elisabeth face to face, as I have been working with SLCC Chief Executive Nick Randle for some time on designating the institute there as an IIMC institute as well, launching IIMC's first "joint institute" where local council clerks can work on their own certification and IIMC certification simultaneously. I am happy to report that their application as an IIMC institute is currently under review. We next visited Blenheim Palace, whose Chief Executive also serves as a local town clerk, He presented an innovative and interesting business model for the future success of Blenheim Palace, which is the birthplace of Sir Winston Churchill. We then visited Christ Church University College, Oxford. From there, the study program participants traveled to Daventry where we attended the Society of Local Council Clerks conference. I want to thank Alan Fairchild, External Affairs Officer for the SLCC, and his lovely wife, Lyn, for accompanying the study group participants on the entire journey, as well as co-coordinator Tami Kelly, MMC, Region V Director. Alan was most helpful in that he gave us local government lessons during the entire time we were journeying from place to place. He and Lyn were excellent "chaperones" and we thank them for their time and patience. At the SLCC conference, we heard several outstanding speakers and presented a sessions called "Lessons Learned from our International Partners," where we shared the best practices we learned on the study program. I spoke to the delegates at the "Buck's Fizz" breakfast about IIMC, the benefits of membership and the hope for a joint institute between IIMC and SLCC/Institute of Local Council Management. At the SLCC conference, I was honored to sign a new affiliation agreement with the SLCC and to be named an Honorary Fellow of the Institute for Local Council Management. Ria Heitbrink, the President of the Institute of Municipal Administration of South Africa, was present at the SLCC conference and we singed a new affiliation agreement between IMASA and IIMC. IMASA continues to work toward an IIMC approved institute in South Africa. I believe this visit with our international partners will facilitate the establishment of new institutes in Region XI, a stronger partnership with our international affiliates, and further diversification and additions to our IIMC membership.

The 2010 annual conference will be held in Reno, Nevada, and will offer the lowest room rate in over a decade - \$99/night. This conference will be affordable for our members with this room rate, free shuttle service to/from the hotel, and low cost eateries of all types in the resort. The opening reception will be held at the National Automobile Museum and the all conference event will be a visit to Virginia City of Bonanza fame, complete with gun fighters, Mark Twain (who lived and wrote there), and lots of other fun activities! Most importantly, the Nevada host clerks, the Nevada Institute Director, the IIMC Conference Committee and IIMC staff have put together an outstanding educational program, Look for the preliminary conference program in mid December! While in Albuquerque, delegates from the New Mexico municipal Clerks and Treasurers Association visited the Board meeting and shared their thoughts on the need for changes to the educational guidelines. They also shared information about the rich heritage of New Mexico, including the Native American history of the area. They reminded me of a story that I shared with the IIMC Board.

Legend has it that many moons ago a wise and elderly tribal chief told his young grandson, "Today, my son, you and I will change the course of the mighty river." The young boy was very excited because he knew that the mighty river was a great and formidable force of nature, and he did not understand how any human could change its course. Also, though, the young boy had heard his entire life about the courage and bravery of his grandfather as a young warrior, and then his great wisdom and leadership as their tribal chief. The young boy eagerly followed his grandfather to the banks of the mighty river, where they stepped into ankle deep water. The wise chief reached down and picked up a small rock from the shallows of the river, and handed it to his grandson. As he did so, he said, "Today, my son, you and I have changed the course of the mighty river." The young boy looked down and saw the hole where the rock had been quickly fill with sand and swirling water and he learned that he and his

8. Agreed to implement a list of approved courses for CMC and MMC credit, but agreed the list was not all inclusive and must be fluid to allow additions as needed.
9. Agreed to allow up to eight (8) points, with scanning of attendance, at the IIMC annual conferences. In order to earn all eight points, a delegate must attend all educational session time slots during the entire conference. Educational sessions will be expanded to ensure adequate opportunities for sufficient hours to translate to eight points.
10. Agreed that clerk/presenters/instructors can earn points at the appropriate level for preparation and instruction time.
11. Agreed to ask PR/C to develop criteria for the awarding of points for future study abroad programs and that each study abroad program will be assessed points on its own merits.
12. Agreed with staff's recommendation to allow state associations or sponsoring groups hosting Athenian Dialogues to ascertain fees. IIMC will no longer require a \$100 fee per registrant. Sponsoring groups will be asked to use facilitators and books on IIMC's approved list and can ask IIMC to approve the addition of local facilitators. Agreed that participants can earn two education points with the completion of a learning assessment. Clerks seeking fellowship in the Athenian Leadership Society will still need to join the society by submitting \$15 and the application form to IIMC.

I want to thank the entire Program Review/Certification and Education/Professional Development Committees for the hard work, hours of teleconferences, and countless emails leading up to their reports and also thank our institute directors, state/provincial/national associations and education committees, and our members for taking the time to express your opinions regarding the Committee recommendations,

The Board took other action as follows:

- Awarded the 2014 annual conference bid to Milwaukee, Wisconsin.
- Adopted a balanced budget for 2010, as recommended by the Budget and Planning Committee
- Approved the use of and funding for the implementation of attendance scanners beginning with the Reno conference.
- Approved funding for a new website, with an educational component to enhance distance education, networking and communications for our members.
- Conducted the Executive Director's annual performance review.
- Accepted the Membership, Records Management and research/Resource Committees' reports.
- Approved the Budget and Planning, Public Relations/Marketing, Conference, International Relations, and Mentoring Committees' reports.
- Adopted most of the policies submitted by the Policy Review Committee and sent some back for additional work by the Committee.
- Took no action on the Small Cities Task Force report, and asked that the data from the survey be formulated in a manner that the Board can see the individual responses.
- Accepted in concept (needing more information) a proposal from the institute at Dalhousie University for an on-line institute geared toward out international members.
- Ratified affiliation agreements signed by the IIMC President and our international partners in the Netherlands (VvG), the U.K. (ADSO and SLCC) and South Africa (IMASA).

In October, I used IIMC frequent flyer points to travel to the Netherlands to meet with their new city clerks' association, the Vereniging van Griffiers (VvG). At that meeting, we signed an affiliation agreement to officially welcome them into IIMC membership and are researching the possibility of an institute at a public administration academy hosted by one of the universities there. I then participated in the Wales/England study abroad program. The first stop on the study program was Snowdonia in North Wales. There we met with Caernarfon Royal Town Clerk, Katherine Owen and heard a fascinating presentation by the Welsh Assembly Government Heritage Minister The Honorable Alun Ffred, regarding tourism in a declining economy while conserving the national park system. A national park warden accompanied us to the summit of Mount Snowdon, the highest mountain in Wales, while she explained the composition of the national park system and the role of local government in the system. The next day we traveled to Aberystwyth, North Wales. Enroute, the Aberystwyth Town Clerk, Jim Griffiths, provided a Wales local government lesson. We met with his Mayor, the Honorable Trevor Shaftoe, and toured the National Library of Wales. At the library, we met with the archivists and records preservationists who demonstrated the methodologies used to restore and preserve records and invaluable manuscripts and publications dating back to the 1100's. We then traveled to Cardiff, the national capitol of Wales. We visited the Wales Millennium Centre, which was built with government dollars but is now self-supporting through its programs and donations from a charitable foundation to



IIMC values its affiliations with municipal clerk associations and sponsoring educational institutions. IIMC provides members with certifications, earned through participation in educational programs and involvement in a variety of professional development activities. These certifications include the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success.

IIMC promotes life-long learning, skill development and public service and fosters a spirit of mutual assistance and goodwill among municipal clerks around the globe. It continually works to advance leading practices in professional and personal development, creates opportunities for its diverse membership to engage in training and development activities and programs, and supports education programs that enrich the knowledge, practical abilities, professionalism and leadership skills of its members.

Professional Certification Statement:

IIMC has a program of professional certifications intended to increase the development of its members through continuing education. IIMC's professional designation programs, the Certified Municipal Clerk (CMC) and the Master Municipal Clerk (MMC), are designed to raise the standards of the municipal clerk profession and provide the opportunity for further recognition by governmental authorities and the public, these certifications are bestowed on municipal clerks after completion of advanced educational and professional contributions.

Educational Partnership Statement:

To achieve its educational goals, the International Institute of Municipal Clerks (IIMC) partners with 45 universities, colleges and select affiliates, in cooperation with state/provincial/national associations and IIMC staff. This unique partnership contributes to the success and longevity of the quality of education that has been delivered to IIMC members for many decades. IIMC combines its resources with the resources of its partners at the state/provincial/national and institute levels to achieve greater efficiency, effectiveness, and relevance for its members.

The following changes to the education/certification guidelines were approved by the Board and will be implemented January 1, 2010, in conjunction with the end of the current grandfathering period:

1. Remove the current requirement that MMC candidates receive a minimum number of points per year to remain in the Academy. This was done as a result of the continued economic conditions that are preventing many of our members from obtaining enough education hours to earn the needed points. Money should never be a reason for a clerk to have to give up their goal to obtain the Master Municipal Clerk designation.
2. In order to provide more flexibility to MMC candidates, the number of points for MMC is set at 100: 60 education points, 20 professional/social contribution points, and 20 flexible points that can be counted as either, depending on what the clerk needs.
3. Agreed that IIMC approved institutes will continue to receive one education point for two hours of instruction; state/provincial associations will earn one CMC continuing education experience point for four hours of instruction with pre-approval; and all advanced education (MMC) point for four hours of instruction with pre-approval; and all other training will earn one experience or professional/social contribution point for six hours of training. The points assessment will be consistent across the spectrum of the membership.
4. Removed the requirement for pre-approval of courses by institute.
5. Agreed that state/provincial associations should continue to pre-file documentation relative to training for point assessment, but that the process should be further streamlined and simplified.
6. Removed the cap for experience points for CMC; agreed that caps for college degrees or courses for MMC candidates will mirror the caps for CMC candidates (allowing more points for college course); removed the current cap of 20 points for attendance at IIMC annual conferences; removed the current cap of 10 points for experience points (CMC) or professional/social contribution points (MMC) for attendance at conferences outside the institute or state association; and removed the caps on distance education relative to IIMC education, institutes or course on the approved list of courses.
7. Eliminated the CMC recertification program, but stressed that continued IIMC membership is necessary to maintain the designation, and as an encouragement to our CMC's to enter the MMC academy.



**GUEST SPEAKER**

President Moreland introduced Mary Lynne Stratta, President – International Institute of Municipal Clerks.

Mary Lynne Stratta address the MCANJ membership thanking everyone for extending her the invitation to be present at New Jersey's Annual Education Conference and delivered the following comments:

(The following is an exact reproduction of the transcript submitted by IIMC President, Mary Lynne Stratta)

“The IIMC Board of Directors met on November 6-7 in Albuquerque, New Mexico. This site was chosen following a new mid year meeting location bid process that resulted in a significant cost savings to IIMC over past mid-year meetings. The Board spent significant time working on IIMC's first membership-driven long-range strategic plan. The Board will finalize the plan for adoption at the May Board meeting. The strategic plan will then be presented to the membership at the annual business meeting to be held on Thursday, May 27, 2010.

The Board spent the bulk of its time addressing issues and concerns with the education/certification guidelines that were adopted in October 2006. Since that time, our members have expressed continued concerns that the guidelines were rigid, inflexible and inconsistent. The Program Review and Certification committee (chaired by Nancy Vincent, MMC, City Clerk, Thornton, Colorado, and vice chaired by Patrice Fogarty, MMC, City Secretary, Missouri City, Texas) was charged with conducting a thorough review of every aspect of the guidelines to ascertain where changes were needed to provide more flexibility for our members seeking certification to make certification as attainable and affordable as possible, without “lowering the bar” or watering down” the quality of education that comprises the standards for CMC and MMC certification, while protecting our institute structure. On top of that, the Committee was charged with making sure that adequate feedback was received from institute directors, state/provincial associations, state/provincial education committees and our IIMC members relative to the Committee recommendations for the Board's consideration. No easy task, I know! However, I am proud to report that the PR/C committee, led by Nancy and Patrice, surpassed all expectations. According to our Executive Director we received more input on their report than on any other issue in the history of IIMC, making the Board's decision path more concise and clear. Nancy attended the Board meeting in Albuquerque to present the Committee report and feedback analysis. The Board of Directors discussed the importance of the triangular partnership between IIMC, our institutes and state/provincial/national associations, and the absolute necessity that IIMC continue to respect the position of our IIMC approved institutes, which are the backbone of our educational infrastructure.

With all that in mind, the Board first adopted a mission statement, educational philosophy statement, professional certification statement and educational partnership statement as suggested by the new Education and Professional Development Committee, as follows:

**Mission Statement:**

The International Institute of Municipal Clerks (IIMC) is a professional, non-profit association that promotes continuing education and certification through university and college based institutes and provides networking solutions, services and benefits to its members worldwide.

(The mission statement above will be presented to the IIMC membership as a constitution amendment at the annual business meeting in Reno.)

**Educational Philosophy:**

The primary purpose of the International Institute of Municipal Clerks (IIMC) is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are important to every member and that educational needs are diverse throughout the world.

The educational philosophy of “No Clerk Left Behind” remains in the forefront as IIMC offers extensive educational programs and courses through a variety of methods, including university and college based institutes, IIMC approved institutes, state/provincial/national associations, international study and exchange programs, on-line course, publications, networking opportunities and annual conferences.

**RECOGNITION OF THE 2009 COMMITTEE CHAIRS**

Constitution and Bylaws: David Hughes  
Education: Jane E. Williams-Warren and Allan Susen  
Education Conference: Joel Popkin and Elaine B. Kennedy  
Elections: Jane E. Williams-Warren and Barbara Bascom  
Finance: Andrew J. Pavlica  
Fundraising: Kathleen Wisniewski and Rose Marie Saracino  
Information Technology/Web Page Elizabeth Mastropasqua  
Laws Affecting Municipal Clerks: Michele Auletta-Seigfried  
Legal Defense Fund: Sharon Brienza  
Legislative: Elaine B. Kennedy and Lewis Thompson  
Manual Review: Joel Popkin and Lori Buckelew  
Membership North: Sally Bleeker  
Membership Central: Lorraine Carafa  
Membership South: Bonnie Leonetti  
Mini Conference North: Laura Graham and Diane Pflugfelder  
Mini conference Central: Sharon Young and Patricia Hunt  
Mini Conference South: Deborah Pine and Patricia A. Frontino  
Past Presidents' Council: Barbara M. Hawk  
Peer Alliance for Learning North: Cecilia Covino  
Peer Alliance for Learning Central: Kathleen Cunningham and Lorene Wright  
Peer Alliance for Learning South: LaShawn Barber and Cynthia Dalessio  
Public Relations- MCANJ Booth: Barbara Rae  
Quill: James Doherty  
Records: John Mitch  
Resolutions: Karen Hughes and Kathleen Norcia  
Scholarships: Bonnie Leonetti

**ANNOUNCEMENT OF SCHOLARSHIP WINNERS**

Bonnie Leonetti reported that five applications were received; two for RMC and three for MMC; no applications were received for CMC. She announced that two scholarships were awarded for RMC, one to Janice Kisty, Deputy Clerk of Jackson and the second to Maryann Lang, Deputy Clerk of Florham Park and one (1) scholarship was awarded for MMC to Patricia Frontino, Municipal Clerk of Glassboro.

**TRIBUTE TO RETIRED MEMBERS**

Vita Mekovetz, Municipal Clerk of Readington Township read the Resolution honoring the following Retired Municipal Clerks: Sarah Warlikowski - Richfield Park Village, Ian Shore - Paramus Boro, Joyce Frenia - Medford Township, Ellen Kluber - Alexandria Township, Candice Gallagher - Hightstown Borough, Lynn Spillane - Shrewsbury Borough, Marilyn Schaefer - Madison Borough, Joy Wiley - Chatham Township, Bernadette Standowski - Lakewood Township, Richard Moran - Clifton City, Louanne Cular - Frankford Township.

**TRIBUTE TO DECEASED RETIRED MEMBERS**

Vita Mekovetz read a resolution to honor the following Municipal Clerks who are deceased, noting that they were all retired clerks, asking for a moment of silence in their memory and in honor of their service to municipal government:

Virginia Michel; Victor Barbalinardo; Albert Knoll; Earl Williams; Mildred Bird; Madeline Bucco; James O'Keefe; Margaret Boice; Vickie McDonald; Norma Sisco; Francis Senkowsky

**On a motion by Barbara Hawk, seconded by Elaine Kennedy and carried by unanimous voice vote, the Resolutions paying Tribute to Retired Members and the Resolution paying tribute to Deceased Members were approved.**

**PROPOSED CONSTITUTION AND BYLAWS AMENDMENTS**

President Moreland announced that the Proposed Constitution and Bylaws Amendments that were listed on the agenda have been taken off, as it was determined, by the Executive Board, there is more work to be done before presenting them to the membership for a vote.

**LEGAL CONSULTANT'S REPORT**

Richard Lustgarten, Legal Consultant gave a brief update on recent case decisions.

"If a notice of intention is filed with the Municipal Clerk under the recall statute but the requisite number of signatures is not obtained by the recall committee and the time to acquire same (160 days) has expired, can a new recall petition notice of intention be filed, assuming the statutory requirements are met? In an unreported Bergen County case the Court ruled that the second notice of intention was appropriate. I believe that the Court ruled correctly because the entire process of recall is the original notice of intention, the obtaining of the appropriate signatures within the statutory time frame, and actually having the recall election. It is my opinion that if the election does not occur for one reason or another, deficiency in number of signatures, withdrawal of petition etc., then the citizens' right of recall has not actually occurred and a second petition can be processed assuming that it meets the other statutory criteria.

In another recent case arising out of Passaic County, Use of Force reports generated by a police department are subject to OPRA. These are reports that police officers are required to fill out and the Municipality is required to file with the County Prosecutor, with ultimate compilation by the Attorney General's office any time force is used by a police officer against an individual. It was argued that the reports were not mandatory because they were only set forth in the Attorney General's guidelines, but the Court rejected that reasoning indicating that the Attorney General's guidelines had the force of law and therefore the reports were a required, and hence governmental, record.

Under OPRA the GRC may impose a penalty against the Custodian of Records if it determines that the Custodian has knowingly and willfully violated (the statute) and is found to have unreasonably denied access to records under the totality of the circumstances. This is statutory language contained in N.J.S.A. 47:1A-7. In at least one case occurring in a Municipality in Hunterdon County, the GRC did not find that the Municipal Clerk had violated this standard, but found that the particular clerk's actions appeared to be "negligent and heedless" since the clerk was "vested with the legal responsibility of granting and denying access in accordance with the law." This conclusion is entirely gratuitous and imposes a standard on the clerk that does not exist in the statute. It is my opinion that if the GRC fails to find an unreasonable denial of access which is knowingly and willfully made by the clerk, then the complaint should be dismissed. In the instant case, the GRC did not impose any penalty against the Municipal Clerk. It is my understanding that this particular municipality will move for reconsideration of the decision to delete the "negligent and heedless" language as being jurisdictionally deficient and unnecessary to the GRC's ultimate decision. I agree that that language should be deleted and request that if any Municipal Clerk is subject to the same kind of result, that MCANJ be notified so that we can determine how prevalent this approach, by the GRC, is."

**DRAWING FOR THE 50/50 2<sup>ND</sup> PRIZE WINNER OF \$906.00**

The winner: Veronica Laureigh.

**DRAWING FOR THE 50/50 1<sup>ST</sup> PRIZE WINNER OF \$1,510.00**

The winner: Veronica Laureigh

After the ticket was pulled, President Moreland stated that they were going to pull another ticket because the winner of the 1<sup>st</sup> prize was also Veronica Laureigh. Many people began to speak at once, random comments were heard. It was apparent that most people in attendance did not feel picking another ticket was appropriate. Someone expressed that it was not fair, while others questioned whether or not it was even legal to disqualify Veronica Laureigh, as the 1<sup>st</sup> prize winner, because she had won 2<sup>nd</sup> prize. Someone stated that if she was only to get one prize it should be the 1<sup>st</sup> prize, which was a higher dollar amount. Another attendee stated clearly that it was really very simple, the same person won both prizes, to which the crowd applauded and President Moreland agreed and announced Veronica Laureigh as the 1<sup>st</sup> and 2<sup>nd</sup> prize winner of a total of \$2,416.00.

Patricia Hunt, Municipal Clerk for Morrestown Township presented Mr. Valenti with a plaque explaining that Joe Valenti has been a teacher, a leader and a mentor. She continued saying that whatever the issue or question was, we could always call Joe and be able to count on him to provide the guidance and the answer we needed, to be able to get our jobs done. She said she was shopping one day and saw this plaque hanging on the wall and immediately thought of Joe Valenti when she read it because it speaks to retiring after working many years, being available to serve and help others in every way possible. She asked President Moreland for permission to purchase it and present it to Mr. Valenti on behalf of the entire association and said it was her honor to have been able to do so.

President Moreland presented a special award to Manny Hirshblond for his time, dedication and service to MCANJ. She said that today marks the end of Joe Popkin's training for Administrative Consultant and thanked Manny for his years of service to MCANJ.

Manny Hirshblond thanked President Moreland for the award saying that it has been his honor to spend the last 21 years as Administrative Consultant to this association. He thanked everyone and wished God's Blessings to all.

### **DRAWING FOR THE 50/50 3<sup>RD</sup> PRIZE WINNER OF \$604.00**

The winner: Linda LoPiccolo.

### **TREASURER'S REPORT**

Treasurer Pavlica reported, as of November 15, 2009, Checking Account balance of \$55,835.54 (includes \$16,978.50 Scholarship Funds); Raffles Account balance (as of October 31, 2009) \$5,644.13; a Certificate of Deposit balance (at 1.49% interest for one year) of \$113,856.70; the Legal Defense Fund balance (as of October 31, 2009) of \$121,896.10; AC in 2013 balance of 1,906.45; for a total Account Balance of \$299,138.92.90.

The 2009 Budget Summary shows Revenues of \$ 199,616.52; Expenditures of \$174,440.47 for a total balance of \$163,676.05.

He reported that membership as of November 15, 2009, as 842 total paid members, which he noted was higher than last year's total at this time of 792. He listed the breakdown as 509 Clerks; 264 Deputy Clerks; 15 Acting Clerks; 15 Assistant Clerks; 8 County Clerks; 2 Deputy County Clerks; 5 Clerks to the Freeholder Board; and 24 Affiliate Members.

Treasurer Pavlica reported that as of November 15, 2009, 529 municipalities have paid equating to 93.46% with Mercer Passaic and Salem counties having 100% paid membership.

On a motion by Sharon Brienza, seconded by Allan Susen and carried by unanimous voice vote, the Report of the Treasurer, was accepted.

### **SECRETARY'S REPORT**

Secretary Saffos introduced John Mitch as the candidate for 2010 Municipal Clerk's Association Secretary, running unopposed.

John Mitch introduced himself as the Municipal Clerk and Registrar of Woodbridge. He joked saying that he had not prepared a speech and was asked to make quick comments since President Elect Buttiglieri's speech was rumored to be quite lengthy! He said it was his honor to be the candidate for secretary and gave some background regarding his roles in local government saying he has had a diverse background during his time of service in local government. He told the membership that he has been honored to serve the association, as a member of several committees and looks forward to his new role as the Secretary of the Executive Board. He thanked everyone for the opportunity and made special mention of the Middlesex County Clerks, his secretaries in his office and his family for the support each lends to him.

**Municipal Clerks' Association of New Jersey, Inc.**  
**Annual Business Meeting**  
**Royal Swan Ballroom, Tropicana Hotel, Atlantic City**  
**Wednesday, November 18, 2009**

**CALL TO ORDER**

President Joan Moreland called the meeting to order

**ROLL CALL**

At call of roll, the following were present: President Joan Moreland, 1<sup>st</sup> Vice President Vincent Buttiglieri; 2<sup>nd</sup> Vice President Joanne M. Kwasniewski; Treasurer Andrew J. Pavlica; Secretary Nancy L. Saffos; Immediate Past President Heather Mailander; Administrative Consultant L. Manuel Hirshblond; Administrative Consultant in Training Popkin and Legal Counsel Lustgarten

**INVOCATION**

David C. Meldrum, Pastor, Baptist Church, Laurel Springs, NJ

**FLAG SALUTE**

MCANJ Administrative Consultant, L. Manuel Hirshblond led everyone in the Pledge of Allegiance to the Flag, and then asked for a Moment of Silence for all the Service Men and Women serving the country overseas.

**APPROVAL OF MINUTES**

On a motion by Sharon Brienza, seconded by Elaine Kennedy and carried by unanimous voice vote, the Minutes of the MCANJ Annual Business Meeting, November 19, 2008 were approved.

**AWARDS PRESENTATION**

President Moreland explained that she was invoking her Presidential Prerogative and deviating from the agenda to present a few awards.

President Moreland began by presenting the Special Services Award to Jay Scalera of United Computer, for updating the Municipal Clerks' Association technologically and making our jobs so much easier at conferences by introducing us to the idea of scanning name badges for attendance at classes rather than passing around sign in sheets. President Moreland thanked Jay for his ideas, time, effort and technical assistance in addition to his patience teaching the many individuals how to use the scanning equipment.

Jay Scalera thanked President Moreland and the association for the award and the recognition saying it has been a pleasure to work with the many clerks throughout the state.

President Moreland presented the Friend of the Municipal Clerks Award to recently retired Joe Valenti. President Moreland presented Joe with a clock saying that it was a small token from the membership in recognition of the endless amount of time and guidance that he has given to all of the clerks throughout the state for so many years.

Mr. Valenti thanked President Moreland for the honor and for the clock, saying that the pleasure had been his. He said to have had the opportunity to work with such a talented group of men and women had truly been his honor. Mr. Valenti told the group that the role of the clerk is more often than not under appreciated. He said it is only those who truly understand local government that realize how important the clerk's role is minute to minute, saying everyone finds their way to the clerk because it is the clerk who can help with whatever the issue is. He thanked all of the clerks, saying it has been his honor to work with everyone for the past 38 years and looks forward to being able to continue to provide assistance and remain active in some capacity to MCANJ even though he has retired from his position at the state level. He ended saying, "my hat is off to all clerks for the jobs you do, the services you provide to your governing bodies and your residents."