

Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
August 13, 2010 – Home of Joel Popkin

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 10:03 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri asked for a moment of silence for the deceased members and the men and women of our Armed Services.

ROLL CALL: Executive Board members present were President Vincent Buttiglieri, 1st Vice President Joanne Kwasniewski, 2nd Vice President Andrew Pavlica, Treasurer Nancy Saffos, Secretary John Mitch, Immediate Past President Joan Moreland, and Administrative Consultant Joel Popkin. Richard Lustgarten (attorney) was not required to be present.

APPROVAL OF MINUTES: A motion was made by Immediate Past President Joan Moreland, seconded by 1st Vice President Joanne Kwasniewski, to approve the minutes of the Executive Board Meeting of June 4, 2010. Motion was approved unanimously.

TREASURER'S REPORT: Treasurer Nancy Saffos presented the account balances as follows:

Checking / Savings	\$ 196,024.90 (incl. \$ 19,236.50 for scholarships and \$ 115,578.69 from closing out a CD)
MCANJ Raffles	\$ 1,305.63
Legal Defense Fund	\$ 118,241.83
AC in 2013	\$ 5,345.98
TOTAL	\$ 320,918.34

A discussion was held about future Advisory Board Meeting Minutes to not show in bold a total figure for balances. It will still be left in the minutes of Executive Board Meetings. She also reviewed the expenditures and revenues as well as the budget summary.

A discussion ensued about creating a new Treasurer's Report format. It was agreed that Administrative Consultant Joel Popkin will present at a future meeting several drafts for review and consideration.

REPORT OF OFFICERS

SECRETARY: Secretary John M. Mitch reported that he turned over a Minutes Book to Administrative Consultant Joel Popkin which contained approved Minutes from 2002 to mid-2009. He also reminded everyone that he will be on vacation for the September Advisory Board Meeting and that Immediate Past President Joan Moreland offered to cover for him as Secretary for that meeting. He also reported receiving applications from all incumbent officers for the upcoming year as well as one applicant for MCANJ Secretary for 2011. That candidate and Jim Doherty have already been in touch with each other so that he can prepare a bio for the upcoming Quill. The candidate was also advised that he has a two to three minute opportunity to address the association's members at the Annual Meeting in November. He also stated that Jim Doherty sent an e-mail to the Executive Board about honorary memberships for Quill purposes and also requested that the Resolutions recognizing retired and deceased clerks be spread in full over the minutes of the Annual Meeting.

TREASURER: Treasurer Nancy Saffos presented an up-to-date report of the current membership as follows:

Municipal Clerks	489
Deputy Municipal Clerks	234

Acting Municipal Clerks	9
Assistant Municipal Clerks	25
County Clerks	0
Deputy County Clerks	0
Clerk to Freeholder Board	0
Affiliate Members	<u>16</u>
TOTAL	773

The Treasurer stated that she will contact the membership committee and ask that they contact the municipalities that have yet to pay their 2010 dues. Mercer and Middlesex Counties are the only two counties that have 100% paid dues.

2nd VICE PRESIDENT: 2nd Vice President Andrew Pavlica gave an update on the annual breakfast tickets for the Annual Meeting as well as an update on the hotel for the League. He reported that the Tropicana will charge \$ 93.00 per night for a regular room and \$ 123.00 per night for a room in the Havana Tower. In addition, each room pays a daily rate of \$ 8.00 for occupancy, \$ 7.00 for the shuttle and \$ 1.00 for the telephone. To date, he has only one reservation for the MCANJ block of rooms.

1st VICE PRESIDENT: 1st Vice President Joanne Kwasniewski gave an update on the Education Programs for the League Convention. She reported that MCANJ no longer has to put together a session for Thursdays during the League; only for Tuesday and Wednesday. She stated that the League has taken the Thursday spot and this year will be presenting an OPRA session. She also reported that the Tuesday session will be entitled "After The Paris Grant, Now What?" and the Wednesday session will be "After a Census – The Clerk's Role". MCANJ is also responsible for getting members to scan attendees; a task that Education Committee Chair Elaine Jasko is working on.

A discussion was held about Education Instructors and that the Education Committee should be provided with at minimum, a summary of reviews by the students. Concerns have been expressed by students and unless the committee members see the comments, they may not know how an instructor is performing.

1st Vice President Kwasniewski reported that she was putting together a list of dates for 2011 Executive Board and Advisory Board Meetings. She asked the Executive Board to consider changing the amount of meetings we have, especially the Advisory Board Meetings, since the attendance has been low. With furlough days, the economy and other factors, people can not leave their offices as easily as they have in the past. With improved communications, she suggested there may be other ways to easily stay in touch. In an effort to keep the Advisory Board Meetings centralized, she is going to work with Joel Popkin to schedule them at the Neptune City Community Center. A discussion ensued about the problem with absences at these meetings in as much as there are often no reports given on committees. It was decided that the Secretary will add a statement to the Advisory Board Notice that all Committee Chairs are to supply a written report in advance of the meeting to the Secretary if they are unable to attend. She stated that the Executive Board meetings will probably be held at her Municipal Building in Fair Lawn. She set the date of December 10, 2010 at 9:30 a.m. for her Transition Meeting which will also be held in Fair Lawn. She is looking at January 7, 2011 for an Executive Board Meeting.

She also provided an update on the 2011 Education Conference. The theme will be "Municipal Clerks – We Make it Happen". An invitation will be extended to the IIMC President to speak at this conference prior to the General Session on Wednesday morning. She reminded the Executive Board that all officers are on the committee as well. In an effort to keep the Education Conference committee meetings centralized, she asked President Buttiglieri if they can meet in his municipal building in Ocean Township which he agreed. She explained a different approach to the budget for the Education Conference and making every attempt to keeping costs down. She and Joel are also finalizing the contract for the hotel. She announced that the next Education Conference meeting is scheduled to immediately follow the September Advisory Board meeting.

PRESIDENT: President Vincent Buttiglieri gave an update on Senator Weinberg's Bill (S-1352) which included a letter addressed to her from Richard Lustgarten Esq. dated July 29, 2010 and her response via e-mail dated August 10, 2010. He asked everyone to read the communications and mentioned that the Senator has agreed to remove the requirement to produce certain records within two hours of the receipt of an OPRA request.

He also mentioned that IIMC President Sharon Cassler will not be able to attend the Annual Meeting in November and that we should take this as an opportunity to switching the invitation from the Annual Meeting to the Education Conference instead which seems more appropriate. He will also make mention in the upcoming Quill that she is not going to be attending.

President Buttiglieri also stated that MCANJ will again be hosting the 2011 Region II Conference at the Taj Mahal Hotel. A meeting will be held in the fall to discuss how the finances will be handled for this Conference.

A discussion was held about a letter from Toms River Municipal Clerk J. Mark Mutter to Governor Christie requesting that PARIS funding be restored; a discussion ensued.

He also discussed the current policy on scholarships where MCANJ awards 4 for RMC's, 1 for CMC and 1 for MMC and making a change to the SOP language which would allow the amount of scholarships to be changed at the discretion of the Scholarship Committee or the Executive Board. The Chair (Bonnie Leonetti) was made aware of the possibility of this change.

A motion was made at 12:45 p.m. by 1st Vice President Joanne Kwasniewski, seconded by Treasurer Nancy Saffos, to go into Executive Session (Executive Board members only) to discuss the Clerk of the Year Award. The motion carried unanimously. Executive Session ended at 1:20 p.m.

President Buttiglieri reconvened the meeting and yielded to Administrative Consultant Joel Popkin who took the lead to review with the Executive Board members the current By Laws of the Legal Defense Fund (LDF). The LDF committee submitted changes for approval by the Executive Board Members. A motion was made by Treasurer Nancy Saffos, seconded by 1st Vice President Joanne Kwasniewski to approve the changes. The motion carried unanimously.

The Executive Board members then began to review recommended changes to the Constitution and By Laws of MCANJ. (See attached outline of changes as typed by Immediate Past President Joan Moreland)

IMMEDIATE PAST PRESIDENT: Immediate Past President Joan Moreland stated that if time permits, we will begin reviewing recommended changes to the SOP Manual. If not, we may need to meet in September. A discussion ensued how to best prepare and compile all the suggestions from the Executive Board members as well as what procedure will be taken to amend the By Laws.

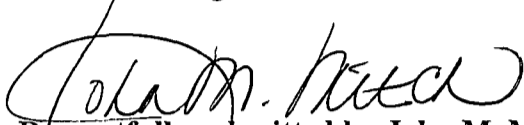
ADMINISTRATIVE CONSULTANT: Administrative Consultant Joel Popkin said that he is in good shape with regards to the League and the trucker he will use to transport items to the hotel. He also began a discussion about asking retired Clerks to work the booth and what enticement, including covering the costs of their room, we may be able to offer to get their assistance. It was mentioned that our membership should be told that unless they start assisting with booth coverage, MCANJ will have to incur this expense. He mentioned that the MCANJ brochure is close to going to print after receiving several comments from Executive Board Members; reported on the Rutgers Instructor's Meeting; and expressed that the Manual Review Committee is doing very well with 7 draft chapters already coming back with comments and Coded Systems getting prepared to receive the updates by mid-September for pricing so that it can get to Rutgers. He also gave an update on the IRS issue and the \$ 1,100.00 penalty they wanted to assess MCANJ due to a mix-up on the state ID number stemming back to the year 2008. The matter hopefully will be resolved in the near future. He also stated he renewed the

storage bin contract from June 2010 through May 2011; and the renewal of the Government News Network contract (\$ 130.00 / month) which is a program used by those Clerks who serve on the Laws Affecting Municipal Clerk's committee. A discussion followed on a change to presenting a Treasurer's Report for the Legal Defense Fund. It was decided that since the Administrative Consultant (Joel Popkin) is the Treasurer for the LDF, he will now prepare the future Treasurer Reports for the LDF.

OTHER BUSINESS:

President Vincent Buttiglieri reminded everyone about the Advisory Board meeting on Friday, September 17, 2010 and the Annual Meeting on November 17, 2010.

President Buttiglieri moved that the meeting be adjourned at 4:00 p.m.



Respectfully submitted by John M. Mitch
MCANJ Secretary (2010)
Attachment (Changes to Constitution and By-Laws)