

**Municipal Clerks' Association of New Jersey
Executive Board Transition Meeting Minutes
December 10, 2010 – Fair Lawn**

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 9:40 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri led the attendees in the flag salute followed by a moment of silence.

ROLL CALL: Executive Board members present were President Vincent Buttiglieri, 1st Vice President Joanne Kwasniewski, Treasurer Nancy Saffos, Secretary John M. Mitch, Immediate Past President Joan Moreland, Executive Director Joel Popkin and Secretary-Elect Keith Kazmark. 2nd Vice President Andrew Pavlica was absent.

Auditor Steven Weinstein was present at the meeting. He reported that the penalty from several years ago was abated. His goal going forward is to do his work on a quarterly basis. This will also help avoid having to file for an extension. He asked that the Treasurer send him bank statements upon receipt so that he can reconcile accounts. Steven Weinstein also confirmed that MCANJ is not required to do an audit based on our revenue figures. He credited the leadership of MCANJ for being able to increase the assets over the prior year. A discussion ensued about creating a report to show revenues over expenditures for the MCANJ budget. While MCANJ is not required to create one, it will serve as a balance sheet in the event members ask for a copy of a balanced budget. A discussion was also held about creating a template for committee chairs to use when sending funds to the Treasurer for depositing. It was also decided after a long discussion that a separate Treasurer will be appointed for the IIMC Conference in Atlantic City for 2013 (AC in 2013).

Immediate Past President Joan Moreland handed out Sections 1, 2 and 4 of the Standard Operating Procedures. She reported that the aforementioned sections are up-to-date and all Executive Board members should replace the respective sections in their books. She provided a new book to Secretary-elect Keith Kazmark. She turned over her records to President Vincent Buttiglieri including the map that divides the association into several regions by county (north-central-south). She also expressed her appreciation to everyone for their support during her six years on the Executive Board. She stated that she believes her experience has made her a stronger and better person and that she will always cherish the experience as she also prepares to retire from her municipality. She said serving on the Executive Board was very gratifying. The Executive Board members thanked her for her contributions and for making the association better. President Vincent Buttiglieri thanked Joan's husband Rich for his support of his wife as well as the association and expressed that he hopes that they will both continue to help MCANJ even after Joan's retirement on January 7, 2011. (Joan left the meeting at 10:30 a.m.)

APPROVAL OF MINUTES: A motion was made by Treasurer Nancy Saffos, seconded by 1st Vice President Joanne Kwasniewski, to approve the Executive Board Meeting minutes of October 8, 2010. Motion approved unanimously.

REPORT OF OFFICERS

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

Checking / Savings	\$ 59,677.30
Scholarship Funds	\$ 18,991.50
MCANJ Raffles	\$ 3,549.63
C.D.	\$ 100,000.00
AC in 2013	\$ 7,236.00
TOTAL	\$ 189,454.43

Treasurer Nancy Saffos reported total revenue to date at \$ 196,985.43 and total expenditures to date at \$ 157,448.52. She also presented an Itemized Categories report, a final 2010 Education Conference report; a spreadsheet setting up the 2011 Education

Conference report; an updated 2010 Budget Summary report and a 2011 Proposed Budget Summary report. She further reported on the membership and stated that there are 515 member towns with a total membership of 795 broken down as follows:

Municipal Clerks	501
Deputy Municipal Clerks	240
Acting Municipal Clerks	120
Assistant Municipal Clerks	24
County Clerks	1
Deputy County Clerks	0
Clerk to Freeholder Board	0
Affiliate Members	<u>17</u>
TOTAL	795

A motion was made by Secretary John M. Mitch, 2nd by 1st Vice President Joanne Kwasniewski, to accept the Treasurer's report. Motion carried unanimously.

The Executive Board discussed the professional contracts for Richard Lustgarten, Esq. (Legal Counsel) and Joel Popkin (Executive Director). A motion was made by Treasurer Nancy Saffos, seconded by 1st Vice President Joanne Kwasniewski, to retain both individuals for 2011. Motion carried unanimously. 1st Vice President Joanne Kwasniewski will work on a renewal contract for Richard Lustgarten Esq. which will mirror the present contract for 2010. The Executive Director's annual stipend was set at \$ 20,000.00 plus \$ 5,000.00 for reimbursable expenses which includes \$ 600.00 per quarter for travel expenses. Treasurer Nancy Saffos to bring copies of current professional services contracts to Executive Director Joel Popkin at the January meeting so that he can maintain a master file.

The 2011 stipends were set as follows: President \$ 1,250.00; 1st and 2nd Vice President \$ 500.00; Treasurer \$ 1,000.00; Secretary \$ 500.00; and Immediate Past President \$ 500.00. President Vincent Buttiglieri to prepare a Resolution for approval of the aforementioned for the January 2011 meeting.

Committee stipends were set as follows: Information Technology/Website \$ 900.00.; Manual Review (up to) \$ 1,500.00; and Quill \$ 2,500.00.

Deanna Bennett will be mailed a \$ 500.00 stipend for her work for Chairing the Manual Review Committee. Retired D.C.A. employee Joseph Valenti will be mailed at \$ 200.00 gift card along with an appreciation note thanking him for his efforts in assisting with the manual review.

Executive Director Joel Popkin suggested that the board consider offering a stipend to the Chair of the Legal Defense Fund. All members agreed it was worth considering. 1st Vice President Kwasniewski will consult with Richard Lustgarten Esq. to see if it can be done and if so, can it come from the LDF Fund or the MCANJ budget.

A thorough review was held of the proposed 2011 budget. It was determined that the following budget would be set:

Administrative Consultant Expenses	\$ 5,000.00
Administrative Consultant Retainer	\$ 20,000.00
Advisory / Executive Board Meetings	\$ 2,500.00
Auditor	\$ 4,000.00
Contingency	\$ 2,000.00
Annual Conference	\$ 8,000.00
Desk Reference	\$ 1,000.00
Fundraising / Special Events	\$ 3,500.00
Officer Reimbursements	\$ 4,500.00
Information Technology	\$ 4,000.00
Information Technology / Stipend	\$ 900.00
Insurance and Bonds and D&O	\$ 3,000.00
IIMC	\$ 5,500.00
League Conference – Hospitality, etc.	\$ 15,000.00
League Booth	\$ 4,000.00

Legal Counsel / Professional Fee	\$ 18,000.00
Mini Conferences	\$ 2,000.00
Office Supplies	\$ 2,000.00
Other Conferences	\$ 2,000.00
Postage & Delivery	\$ 1,000.00
Printing & Reproduction	\$ 3,000.00
Manual Review Stipend	\$ 1,000.00
Quill / Editorial Stipend	\$ 2,500.00
Quill Misc. Expenses / Photographer	\$ 750.00
Quill Printing / Postage	\$ 12,000.00
Region II Expenses	\$ 1,500.00
Retirement / Plaques / Pins	\$ 4,500.00
RMC Pins	\$ 2,000.00
Storage Space	\$ 1,000.00
Elections	\$ 500.00
TOTAL	\$ 136,650.00

Executive Director Joel Popkin reported that Coded Systems has finalized the Manual review. It will be made available to all new students. Existing students will get updates. If there was enough interest Coded Systems would be willing to provide hard copies and make them available for purchase. That line item will be \$ 1,000.00.

A discussion was held about the IIMC Conference in Nashville, Tennessee. It was decided that Executive Director Joel Popkin should attend at the expense of MCANJ so that he can start preparing for AC in 2013. That line item was set at \$ 5,500.00.

1st Vice President Joanne Kwasniewski will work in 2011 to try and make all county associations aware of the requirements for holding mini-conferences when they are seeking funding assistance from MCANJ. That line item was set at \$ 2,000.00.

A discussion was held about Region II expenses. President Vincent Buttiglieri stated that he is going to run for Region Director. That line item was set at \$ 1,500.00.

Treasurer Nancy Saffos asked if anyone has a list of people who received their RMC pin at the annual meeting. Since no one has a list, it was decided that the April Quill should alert anyone who didn't get their pin to contact the Treasurer to have it mailed to them. That line item was set at \$ 2,000.00.

1st Vice President Joanne Kwasniewski presented a draft 2011 meeting schedule, Executive Board telephone list, 2011 Committee Roster, and 2011 list of Advisory Board Members. President Kwasniewski stated that due to quite a few retirements, she had to enlist some new faces. The Executive Board discussed the need to try and get a comprehensive list of e-mail addresses. Executive Director Joel Popkin suggested that committee chairs can be helpful in getting accurate e-mails. President Vincent Buttiglieri stated that he will work in 2011 to get this accomplished. Secretary John Mitch suggested that the Advisory Board members may be better suited to get this accomplished.

President Vincent Buttiglieri mentioned the winners of gift certificates at the MCANJ booth during the League. He also mentioned that Nancy Saffos and John Mitch will be speaking at the Newly Elected Officials seminar in South and North Jersey respectively. He also mentioned a Mayor's training in February 2011 that he will be participating in.

Executive Director Joel Popkin reported on the review manual being completed and that students will see an increase in course costs. He also discussed a conversation he had with Allan Zalkind (Rutgers) about students taking more than one course at a time. Secretary John Mitch and 1st Vice President Joanne Kwasniewski both stated their concerns with the course costs going up again, especially with the change in municipality policy and eliminating funding for students wanting to take the RMC classes.

President Vincent Buttiglieri reported that he received a thank you letter from retiring Municipal Clerk Karen Mount Taylor. He also reported that he sent the Bergen County

Clerks' Association a congratulations letter on their 70th anniversary and the Mercer County Clerks' Association a congratulations letter on their 50th anniversary. Secretary John Mitch also mentioned that a thank you letter was received from Harold Weiner (Irvington) for being selected Clerk of the Year for 2011.

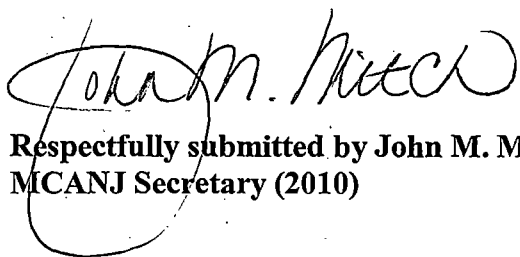
The Executive Board members decided that Treasurer Nancy Saffos will send Immediate Past President Joan Moreland a bouquet of flowers to her office on her last day of work before retiring (January 7, 2011).

1st Vice President Joanne Kwasniewski reported that she heard from Mr. David Scott from Senator Weinberg's office. Mr. Scott indicated that he Senator was considering introducing legislation that would set a time frame in which minutes must be prepared followed a governmental meeting. Both 1st Vice President Joanne Kwasniewski and President Vincent Buttiglieri to work on a response on behalf of MCANJ.

Secretary John M. Mitch reported that he turned over the minute book, minute paper and corporate seal to Secretary-elect Keith Kazmark. He also reported that while it was discussed earlier in the year to purchase a new laptop for the Secretary, no computer was ever purchased so that he did not have one to turn over. A discussion was held as to why the purchase was never made and Secretary-elect Keith Kazmark indicated that he would prefer to not purchase one either and to work with what he currently has at his disposal. Secretary-Elect Keith Kazmark also indicated that he would purchase a flash drive that will contain all MCANJ information so that it can be passed on to the next Secretary. Secretary John Mitch also turned over to Executive Director Joel Popkin the original signed Oath of Office for each 2011 officer as administered at the annual meeting in November. Secretary John Mitch also brought the necessary paperwork for TD bank for signatory changes. Paperwork was completed and it will be brought to the bank for an effective date of January 1, 2011.

Executive Director Joel Popkin presented an LDF membership report form that he created showing membership for 2010. He reported 278 members to date. He also presented an LDF financial report. He also reported that he will renew all applicable insurances and cancel and open the appropriate credit cards for himself, the President-elect and Treasurer-elect. Executive Director Joel Popkin mentioned that he is going to put together a financial plan for the 2013 conference. He also suggested that the Executive Board should consider asking MCANJ members to seek advertisers for the Quill. He also reported that he will be mailing out invoices for Quill advertisers during 2010.

ADJOURNMENT: A motion was made by 1st Vice President Joanne Kwasniewski, seconded by Treasurer Nancy Saffos to adjourn the meeting at 3:00 p.m. Motion carried unanimously.



Respectfully submitted by John M. Mitch
MCANJ Secretary (2010)