

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, October 7, 2011
Fair Lawn Municipal Building
8-01 Fair Lawn Avenue
Fair Lawn, NJ 07410

CALL TO ORDER: President Joanne J. Kwasniewski called the meeting to order at 9:45 a.m.

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

ROLL CALL: Executive Board members present were President Joanne J. Kwasniewski, 1st Vice President Andrew J. Pavlica, Treasurer John M. Mitch, Secretary Keith Kazmark and Executive Director Joel Popkin. 2nd Vice President Nancy Saffos arrived at 10:15 a.m. and Immediate Past President Vincent Buttiglieri due to a professional commitment.

APPROVAL OF MINUTES: A motion was made by Treasurer Mitch, seconded by 1st Vice President Pavlica, to approve the Executive Board Meeting minutes of August 12, 2011. Motion approved unanimously by the members present.

LEAGUE OF MUNICIPALITIES CONFERENCE:

President Kwasniewski attended a meeting yesterday regarding the League Conference. 1st Vice President Pavlica will create the CEU certificates for the sessions. President Kwasniewski has prepared the sign in sheets. Discussion ensued as to whether MCANJ has the ability to scan the attendees at the conference sessions.

President Kwasniewski addressed the agenda for the annual business meeting. She discussed when the resolution objecting to the current Government Records Council meeting procedure should be considered during our meeting. It was decided that the resolution will be voted upon following the President's address.

President Kwasniewski discussed the raffles that will be held at the annual business meeting. The raffles will be added to the agenda and will be drawn at the end of the meeting. Treasurer Mitch discussed a new regulation will be announced where no board officer of the organization may pull the winning ticket in a raffle drawing.

Discussion ensued as to the cost of the annual meeting program. Executive Director Popkin and Immediate Past President Buttiglieri will get quotes from additional printers.

President Kwasniewski reported on her discussion with Legal Counsel Lustgarten regarding the update to the by-laws.

Treasurer Mitch reviewed the quantities of pins that have been ordered for the League Conference. President Kwasniewski stated that Pam from Rutgers has given Education Chair Elaine Jasko the list of the 35 new RMC's. President Kwasniewski will ask that Pam send all correspondence to the new RMC's. 1st Vice President Pavlica will meet with the new Director at Rutgers.

President Kwasniewski reviewed the payments made to the scholarship recipients. The Scholarship Committee recommends the award of three RMC Scholarships to Nancy Acciavatti, Deputy, Borough of Manasquan, Ann Bistriz, Acting Clerk, Borough of Harrington Park and Karin Parker, Deputy, Township of Readington. Three applications were received for the Peter H. Maclearie CMC Scholarship and the committee recommends Donna Maria Godleski, Clerk, Borough of Bound Brook. No applications were received for MMC. Motion to award the all six scholarships was made by 1st Vice President Pavlica seconded by Secretary Kazmark. Motion approved unanimously by the members present.

Discussion of the RMC courses, enrollment and the number of students attending in each area ensued.

Executive Director Popkin discussed the dinner with IIMC President Nicol at the League Conference. He will be making reservations at Fin Restaurant. This dinner will include the President and a guest, the incoming President and a guest, the Region II Director and a guest and the Executive Director and a guest.

President Kwasniewski discussed the gift for the IIMC President. Secretary Kazmark made a motion for President Kwasniewski to purchase a gift, not to exceed \$75. A second was made by 2nd Vice President Saffos. Motion approved unanimously by the members present.

President Kwasniewski will purchase something and we will also give a MCANJ beach towel to IIMC President Nicol.

Executive Director Popkin discussed the hospitality room in the Havana Tower. He and President Kwasniewski will have keys. The bar set up will be cut back somewhat this year.

Secretary Kazmark and Immediate Past President Buttiglieri will represent the association during the General Consulting Period on Tuesday from 2:00 p.m. to 4:00 p.m.

Executive Director Popkin discussed the MCANJ booth committee check list. President Kwasniewski will check with Cecilia Covino about bringing a plant or flowers for the booth. The poster for the 2013 IIMC Conference will be on display and Immediate Past President Buttiglieri is having one made for the 2012 MCANJ Conference. Executive Director Popkin secured a hotel room for Chris Wilder. Discussion of a free raffle at the booths ensued. Treasurer Mitch suggested gas cards. Executive Director Popkin indicated that we have the "To Do..." pads and calendars as give aways at the conference. We will also have IIMC literature and candy at the booth.

Executive Director Popkin discussed cash for tips and raffles. The Board authored \$600 for that purpose. President Kwasniewski will bring 50/50 tickets.

Discussion ensued as to the photographer for the annual meeting. President Kwasniewski will reach out to Jim Doherty. She further reported that the plaques have been ordered.

There will be a 2012 Conference Meeting at the League Conference on Tuesday at 5:00 p.m. in the board room across from the hospitality room.

The Board will also have dinner at their personal expense on Monday evening during the League Conference at Carmine's.

REPORT OF OFFICERS:

TREASURER'S REPORT: Treasurer Mitch sent a report as to the account balances as follows:

Checking/Savings (#7861948276)	\$100,240.95 (as of 9/30/11)
Scholarship Funds	\$ 17,681.50 (as of 9/30/11)
MCANJ Raffles (#3453661257)	\$ 7,880.63 (as of 4/31/11)
Certificate of Deposit (#100805027)	\$101,169.32 (as of 7/31/11)
AC in 2013 (#7869265160)	\$ 8,862.00 (as of 8/31/11)

Discussion ensued as to the 2011 Region II Conference expenses. President Kwasniewski will reach out to Chris Wilder about the expenses. There was a question raised at the Advisory Board meeting regarding a loss at the 2011 Region II conference.

Discussion as to legal fees for Legal Counsel Lustgarten ensued. The Board discussed a \$1,500 retainer per quarter. This item will be revisited at the transition meeting in December.

Treasurer Mitch discussed the management of the 2013 IIMC Conference account. He suggested streamlining the responsibilities. The Executive Board decided that Secretary Kazmark will be designated to handle the account as he will be the 2nd Vice President when the Conference takes place. This will be effective on January 1, 2012.

Treasurer Mitch discussed expenditures from the raffle account. The funds are to be used for education initiative only and we will need to review how those dollars are being spent.

A motion was made by 2nd Vice President Nancy Saffos and seconded by Secretary Kazmark to approve the Treasurer's report. Motion approved unanimously by the members present.

SECRETARY'S REPORT: Secretary Kazmark stated that he will be meeting with Patricia Hunt who is running for Secretary of MCANJ to review files and provide her with the minute book.

TREASURER'S REPORT: Treasurer Mitch reported that we have 802 members as of today which equates to 92.05% membership rate.

Discussion as to whether MCANJ documents can be OPRA requested ensued.

2ND VICE PRESIDENT'S REPORT: 2nd Vice President Nancy Saffos reported she has sold 32 Annual Breakfast tickets and booked 20 rooms for the League Conference. The new contact for the room reservations is Carmela and our contact at the Tropicana is Lynette.

Executive Director Popkin reported that Manny Hirshblond, Bernadette Standowski and Chris Wilder will volunteer to work the booth.

1ST VICE PRESIDENT'S REPORT: 1st Vice President Pavlica thanked the Executive Board for their sympathies after the passing of his brother-in-law. He further confirmed the transition meeting date which will be December 2, 2011. He also reviewed the 2012 Executive Board and Advisory Board meeting dates.

PRESIDENT'S REPORT: President Kwasniewski discussed hosting a seminar for elected officials regarding the role of the Municipal Clerk.

President Kwasniewski led the discussion regarding the proposed by-law changes. Executive Director Popkin explained that the LDF is in insurance policy and we do not review cases and determine merit. The funds are used when the application is completed correctly and membership dues for LDF membership have been paid in full. Discussion as to capping the payments at \$5,000 ensued. The Executive Board agreed to a \$5,000 cap for all claims and to remove the section in the LDF by-laws referring to anything beyond \$5,000. A motion was made by 1st Vice President Pavlica and seconded by Treasurer Mitch. Motion approved unanimously by the members present.

President Kwasniewski reported that Lisa Tilton was sent an e-mail from LDF Chair Sharon Brienza regarding the requirement for LDF to approve any additional monetary request. Ms. Tilton has not made any additional request to date.

President Kwasniewski discussed limiting the mini-conferences to two in each region and increasing the cost of \$25 for a member and \$50 for each non-member.

President Kwasniewski reported that we will renew www.njclerks.org for an additional five year period at a cost of \$180. A motion was made by 1st Vice President Pavlica and seconded by Secretary Kazmark. Motion approved unanimously by the members present.

Discussion of purchasing new lapel pins with the 2013 logo ensued.

President Kwasniewski discussed the IIMC 2013 Conference in Portland, Oregon. The IIMC Conference registration raffle will be postponed until after January 1, 2012. The tickets will be \$5 each.

IMMEDIATE PAST PRESIDENT'S REPORT: Immediate Past President Buttiglieri was absent. President Kwasniewski reported that Immediate Past President Buttiglieri will have updated policies for the transition meeting.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Popkin reported that he has received 54 MCANJ survey's back.

The Manual Review Committee is moving ahead with updates. The course instructors will be looking over the revisions soon and we should have it back in three or four weeks. It will be in the brochure for the League Conference.

Executive Director Popkin handed in the renewal to the Legalized Games of Chance.

Executive Director Popkin discussed MCANJ being entitled to an unclaimed \$5000 from PSE&G. He will be filling out the forms and the association should get the money in about six to eight weeks.

Executive Director Popkin discussed his new part-time position with a developer. These new responsibilities will not affect his work with MCANJ.

President Kwasniewski discussed the education committee meeting and the concerns regarding the cancellation of the RMC classes this semester. Students are getting shut out of being able to take the courses. Moving forward the schedule will now have two classes instead of having three. Discussion as to holding CMC/MMC classes at the 2012 MCANJ Conference ensued.

ADJOURNMENT: A motion was made by Treasurer Mitch and seconded by 2nd Vice President Saffos to adjourn the meeting at 1:58 p.m. Motion carried unanimously by the members present.

Respectfully submitted,

Keith Kazmark, RMC/CMC
MCANJ Secretary (2011)