

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, August 10, 2012
13 Fair Oaks Lane
Ocean, NJ 07712

CALL TO ORDER: President Andrew Pavlica called the meeting to order at 10:00 AM

FLAG SALUTE AND MOMENT OF SILENCE: The meeting commenced with the flag salute and a moment of silence.

ROLL CALL: President Andrew J. Pavlica, 1st Vice President Nancy Saffos, 2nd Vice President John M. Mitch, Immediate Past President Joanne M. Kwasniewski, Executive Director Joel Popkin and Richard A. Lustgarten, Esq.

ABSENT: Treasurer, Keith Kazmark

APPROVAL OF MINUTES: Motion to approve of the minutes of the March 3, 2012 Executive Board Meeting was made by Second Vice President Mitch and seconded by First Vice President Saffos. The motion carried unanimously. Motion to approve the minutes of the June 8, 2012 Executive Board Meeting was made by Second Vice President Mitch and seconded by First Vice President Saffos. The motion carried unanimously.

RESIGNATION OF MCANJ SECRETARY AND PROCEDURE FOR FILLING VACANCY:

President Pavlica announced that he had received a letter of resignation from Patricia Hunt, MCANJ Secretary, effective July 31, 2012. He also stated that he was sorry to receive this letter and that he wished her well.

Legal Counsel Lustgarten explained the procedures involved in filling the vacancy. Counsel Lustgarten cited the MCANJ Constitution and Bylaws which has the Executive Director filling the position until the Board names a replacement. He also advised President Pavlica to send out a notice advising the membership that anyone wishing to fill the position had thirty days to file a request with the Acting Secretary.

President Pavlica said that he would follow the suggestions and suggested a meeting on September 9, 2012 to review all applicants. Second Vice President, John Mitch also suggested that the Board should examine the Bylaws next year to determine if our policies and bylaws need to be updated concerning vacancy and succession.

CONSTITUTION AND BYLAWS AMENDMENTS:

President Pavlica announced that the Constitution and Bylaws Committee had suggested amendments based on suggestions from the Executive Board. The main amendments concerned attendance/quorum at meetings and the utilization of conference call/electronic communications for meetings. Also the authority of the Executive Board to hear appeals for Legal Defense Fund applications.

Past President Kwasniewski offered to make some suggested changes suggested by Legal Counsel Lustgarten and forward them to the Constitution and Bylaws Committee.

A motion to approve the Constitution and Bylaws as amended on this date and to post for the consideration of the General Membership was made by Past President Kwasniewski and seconded by First Vice President Saffos. The motion carried unanimously.

LEGAL DEFENSE FUND BYLAWS:

Past President Kwasniewski explained the process that was used to amend the Bylaws of the Legal Defense Fund. She told of a number of meetings she held with LDF Chairperson Brienza, Legal Counsel Lustgarten, and Executive Director Popkin. The Board reviewed and discussed the changes. A motion to accept the amendments to the Legal Defense Fund Bylaws was made by Past President Kwasniewski and seconded by First Vice President Saffos. The motion carried unanimously.

PROPOSED CONTRACTS FOR THE IIMC 2013 CONFERENCE:

Legal Counsel Lustgarten reported that he was in receipt of two contracts for the IIMC 2013 Conference which was the responsibility of the MCANJ. The contracts were for Atlantic City Ambassadors and The B-Street Band. Counsel Lustgarten was in contact with Chris Wilder, Co-Chair of the IIMC 2013 Committee in relation to these contracts and had suggested several amendments to them. He suggested holding them for further consideration.

LEGAL COUNSEL AUTHORIZATION TO SEND COMMUNICATION ON BEHALF OF EXECUTIVE BOARD:

A motion to authorize Legal Counsel Lustgarten to write a letter to a member relating to an event that occurred at the 2012 MCANJ Conference was made by First Vice President Saffos and seconded by Past President Kwasniewski. The motion carried unanimously.

TREASURER'S REPORT:

Treasurer Kazmark was not present but forwarded the following report:

Checking/Savings	\$121,266.81	(as of 6/30/12)
Scholarship Funds	\$ 14, 643.50	(as of 7/30/12)
MCANJ Raffles	\$ 6,158.40	(as of 8/7/12)
Certificate of Deposit	\$102,590.08	(as of 8/7/12)
AC IN 2013	\$ 29,763.45	(as of 6/30/12)

A motion was made to accept the Treasurer's Report by Second Vice President Mitch and seconded by First Vice President Saffos. The motion carried unanimously.

ACTING SECRETARY REPORT:

Acting Secretary Popkin reported that two people filed to run for the position of Secretary of the MCANJ. They are Ann Marie McCarthy of Franklin Township and Dina Zawadski of Deptford Township. He also reported that he has been and will be receiving applications for those who wish to fill the unexpired term of Patricia Hunt. Acting Secretary Popkin also report that no nominations were made for 2012 Clerk of the Year.

TREASURER'S MEMBERSHIP REPORT:

In Treasurer Kazmark's absence, Acting Secretary read the Treasurers Membership Report. This report indicated 794 members as of August 9, 2012.

SECOND VICE PRESIDENT'S REPORT:

Second Vice President Mitch reported that 3 tickets had been sold for the Annual Meeting. He indicated that he would send out a reminder after Labor Day. It was also reported that 3 rooms have been reserved in the block of rooms for MCANJ. Second Vice President Mitch has followed up on all the unpaid registrants at the 2012 Conference. All except one has been paid. He also indicated that he and Executive Director Popkin has been doing some preliminary work on the 2014 Conference.

FIRST VICE PRESIDENT'S REPORT:

First Vice President Saffos reported on the Educational Sessions that will be presented at the League of Municipalities Conference in November. She also reported that the Annual Meeting Agenda is being finished and will be sent to the League for their publication. Second Vice President Saffos told of the changes in scanning procedures that the League will use this year. She discussed the possibilities of where to hold the Executive Board and Advisory Board Meetings in 2013.

The Board had a temporary adjournment from 12:30 PM and resumed business at 1:25 PM.

CLERK OF THE YEAR:

The Executive Board, not including the Executive Director or Legal Counsel, discussed the selection of Clerk of the Year to be named at the Annual Meeting.

PRESIDENT'S REPORT:

President Pavlica set a Special Meeting of the Executive Board for Sept. 9, 2012 to discuss candidates for the vacant position of Secretary.

President Pavlica reported that he had sent an invitation to IIMC President, Brenda Cirtin to attend the MCANJ Annual Meeting in November.

President Pavlica advised the Board that an application had been sent to DCA for 1.0 CEU in Professional Development for the 2012 Annual Meeting.

President Pavlica reported he had received notice from the League of Municipalities to appoint representatives for the General Consulting Period at the League Conference. He will announce them shortly.

President Pavlica raised a question about the proposed MCANJ Scholarship Application for the 2013 IIMC Conference. There was discussion as to offering the Scholarship to those who only registered for one day. First Vice President Saffos offered the suggestion that a prorated amount should be offered to one day attendees.

President Pavlica indicated that there will be two pages in the next issue of the Quill that will be dedicated to information about the 2013 IIMC Conference. He also told the Board that he will be meeting with Quill Editor, Jim Doherty to discuss establishing a Face Book Page.

President Pavlica updated the Board on three pending legislative bills:

S-533 re: The Common Sense Shared Services Act

S-1451 re: Proposed Amendments to OPMA

S-1452 re: Proposed Amendments to OPRA

President Pavlica also updated the Board on the proposed changes to the Government Records Council.

President Pavlica related proposed amendments to OPRA by Senator James Whelen in response to the Longport OPRA abuse situation.

President Pavlica gave an update on issues dealing with the State's Financial Disclosure Form amendments.

President Pavlica discussed the June, 2012 Advisory Board Meeting which used the experimental teleconference method. President Pavlica and the Board felt that this type of meeting was a success and would probably be utilized in the future.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Popkin gave a report on the Legal Defense Fund:

Certificates of Deposit	\$66,198.54
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Money Market Checking	<u>54,543.50</u>
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Total	\$120,742.04
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Executive Director Popkin reported on an Instructors meeting which was held at Rutgers in June.

Executive Director Popkin distributed the revised Scholarship Program that would be used for the IIMC 2013 Conference.

Executive Director Popkin gave an update on arrangements that have been completed for the upcoming League of Municipalities Conference in November. There was discussion relating to the annual dinner which is held in honor of the IIMC President.

A motion to amend the MCANJ SOP to include the MCANJ Second Vice President, Treasurer, Secretary, and Past President as guests of the MCANJ, and their guests on a reimbursement basis, at the dinner for the IIMC President, by First Vice President Saffos and seconded by Second Vice President Mitch. The motion carried unanimously.

Executive Director Popkin updated the Board on the progress of the Manual Review Committee and stated that the Committee's work should be done in late September.

Executive Director Popkin presented a proposed Mission Statement for MCANJ. The Board discussed it and made some revisions.

A motion to adopt the amended Mission Statement was made by Second Vice President Mitch and seconded by Past President Kwasniewski. The motion carried unanimously.

OTHER BUSINESS:

A motion to donate \$100 to the Neptune City Community Center for use of the building for MCANJ meetings was made by Second Vice President Mitch and seconded by First Vice President Saffos. The motion carried unanimously.

UPCOMING DATES:

Friday, September 12, 2012 – MCANJ Advisory Board Meeting at the Neptune City Community Center

Friday, October 5, 2012 – MCANJ Executive Board Meeting at the Fire House #4 in Garfield

November 13-16, 2012 – New Jersey State League of Municipalities Conference in Atlantic City

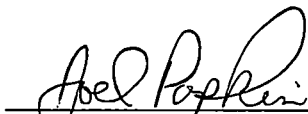
Wednesday, November 14, 2012 – MCANJ Annual Meeting at the Tropicana in Atlantic City

Friday, December 14, 2012 – MCANJ Transition Meeting (Garfield?/Neptune City?)

January 17-18, 2013 – 2013 IIMC region II Conference, Virginia Beach, VA

ADJOURNMENT: There being no further business, a motion was made by First Vice President Saffos and seconded by Past President Kwasniewski, to adjourn the meeting at 4:00 p.m. The motion carried unanimously.

Respectfully submitted,



Joel Popkin
Executive Director/Acting Secretary