

**Municipal Clerks' Association of New Jersey
Transition Meeting Minutes
December 14, 2012 – Neptune, New Jersey
Table of Contents**
(click on the page number to go directly to that page)

CALL TO ORDER	2
ROLL CALL.....	2
FLAG SALUTE AND MOMENT OF SILENCE	2
APPROVAL OF MINUTES.....	2
TREASURER'S REPORT – KEITH KAZMARK	2
TRANSITION ITEMS.....	2
REVIEW AND UPDATE OF STANDARD OPERATING PROCEDURES	2
PROFESSIONAL CONTRACTS	2
<i>Executive Director</i>	2
<i>Legal Consultant</i>	2
<i>Auditor</i>	3
2013 STIPENDS – EXECUTIVE BOARD AND VARIOUS COMMITTEE CHAIRS/REGION II DIRECTOR	3
PREPARATION AND REVIEW OF 2013 BUDGET – KEITH KAZMARK.....	3
AC IN 2013 BANK ACCOUNT.....	4
BANK SIGNATURE CARDS – KEITH KAZMARK.....	4
PAYMENT OF MEMBERSHIP DUES ON LINE AND EMAILING OF PRESIDENT'S MEMBERSHIP LETTER AND LDF RENEWAL/NEW MEMBERSHIP FORMS.....	4
QSCEND CONTRACT FOR MCANJ WEBSITE	4
ESTABLISH 2013 CALENDAR AND LOCATION FOR 2013 EXECUTIVE AND ADVISORY BOARD MEETINGS – NANCY L. SAFFOS	4
REVIEW OF 2013 COMMITTEE ASSIGNMENTS – NANCY L. SAFFOS	5
REVIEW OF ADVISORY BOARD MEMBERS FOR 2013 – NANCY L. SAFFOS	5
MISCELLANEOUS TRANSITION ITEMS	5
NEW BUSINESS.....	5
RECORDING OF 2013 SECRETARY ELECTION RESULTS	5
PRESIDENT'S REPORT – ANDREW J. PAVLICA.....	5
MCEF GRANT APPLICATION.....	5
A-1857 – MCANJ PRESIDENT OR DESIGNEE ON GOVERNMENT RECORDS COUNCIL	6
S-533 "COMMON SENSE SHARED SERVICES ACT"	6
S-2 "SHARED SERVICES"	6
S-1451 OPMA.....	6
S-1452 OPRA	6
EXECUTIVE BOARD PINS.....	6
ORIENTATION FOR NEWLY ELECTED, RE-ELECTED AND EXPERIENCED ELECTED OFFICIALS	6
REPORT OF OFFICERS	6
PRESIDENT-ELECT – NANCY L. SAFFOS	6
1ST VICE PRESIDENT-ELECT – JOHN M. MITCH	6
2ND VICE PRESIDENT-ELECT – KEITH KAZMARK	6
TREASURER-ELECT – DENISE SZABO	6
SECRETARY-ELECT – DINA L. ZAWASLSKI	6
IMMEDIATE PAST PRESIDENT – JOANNE M. KWASNIEWSKI.....	6
EXECUTIVE DIRECTOR – JOEL POPKIN	6
OTHER BUSINESS.....	6
IIMC REGION II CONFERENCE – VIRGINIA BEACH, VIRGINIA - JANUARY 17-19, 2013.....	6
IIMC/MCANJ EDUCATION CONFERENCE – TAJ MAHAL, ATLANTIC CITY – MAY 19-23, 2013	7
OLD BUSINESS/NEW BUSINESS.....	7
ADJOURNMENT.....	7

CALL TO ORDER

President Andrew Pavlica called the meeting to order at 9:40 A.M.

ROLL CALL

Present: President Andrew Pavlica
1st Vice President Nancy Saffos
2nd Vice President John Mitch
Treasurer Keith Kazmark
Secretary Denise Szabo
Secretary Elect Dina Zawadski
Immediate Past President Joanne Kwasniewski
Administrative Consultant Joel Popkin

FLAG SALUTE AND MOMENT OF SILENCE

President Pavlica led the attendees in the flag salute.

APPROVAL OF MINUTES

October 10, 2012 – Motion by Mitch, second by Kwasniewski, and unanimously agreed to approve these minutes.

TREASURER'S REPORT – Keith Kazmark

2012 Budget and Account Update:

Checking/Savings (as of 11/30/12)	\$103,638.99
MCANJ Raffles (as of 11/30/12)	\$24,608.84
CD (as of 10/31/12)	\$102,885.29
Scholarship Funds (as of 11/30/12)	\$14,431.50
AC in 2013 (as of 11/30/12)	\$28,538.41
Total	\$274,103.03

Kazmark provided an updated 2012 Budget Summary, and the following 2012 Membership Report:

Municipal Clerks	509
Deputy Municipal Clerks	232
Acting Municipal Clerks	11
Assistant Municipal Clerks	18
County Clerks	11
Deputy County Clerks	6
Clerk to Freeholder Board	5
Affiliate Members	26
TOTAL	818

TRANSITION ITEMS

Review and Update of Standard Operating Procedures

Kwasniewski distributed the approved updates for the SOP Manuals.

The Board then voted on the following Election Policy Update:

Motion by Kazmark, second by Kwasniewski, and unanimously agreed to update the Election procedure to include:

a) A description of the chain of custody whereby the Credentials Chairpersons hands over the results to the Executive Board Secretary for recording and inclusion in the minutes; and b) A directive that Challengers must have identification badges and be located as to not interfere in the voting process.

Professional Contracts

Executive Director

Popkin temporarily left the meeting room. Motion by Kwasniewski, second by Mitch, and unanimously agreed that Popkin shall be compensated for his services for 2013 in the amount of \$21,500, plus \$6,000 for reimbursable expenses which include \$1,500 per quarter to cover mobile data expense, postage, secretarial duties, travel and miscellaneous expenses incurred. All expenses submitted for reimbursement shall be detailed and submitted quarterly. This is a \$1500 increase over his 2012 contract.

Popkin returned to the meeting room.

Legal Consultant

Motion by Mitch, second by Kazmark, and unanimously agreed to renew Richard Lustgarten's contract for 2013 at the same not to exceed of \$8000. Lustgarten will receive an annual retainer of \$8,000.00 to be paid quarterly in equal installments on or before the tenth day of March, June, September and December 2012 upon the receipt of an invoice for attending Executive Board meetings as requested, and all scheduled Advisory Board meetings, for

submitting articles for each of the four (4) issues of the Quill by the deadline established by the Editor and consulting with the President and Executive Director of MCANJ. All other work shall be billed at \$125.00 per hour and shall not exceed \$7,000.

Auditor

Motion by Kazmark, second by Mitch, and unanimously agreed to renew Steve Weinstein’s contract for 2013 at the same hourly rates of \$125/hr. for accountant, \$100/hr. for associate, \$50/hr. for secretarial, in a not to exceed amount of \$5000 for the year, billing quarterly.

2013 Stipends – Executive Board and Various Committee Chairs/Region II Director

By unanimous consent, the board agreed to the following stipends for 2013, which will be approved by resolution at the next Advisory Board meeting:

President (stipend)	\$1500
Treasurer (stipend)	\$1000
1 st Vice President (stipend)	\$ 500
2 nd Vice President (stipend)	\$500
Secretary (stipend)	\$ 500
Immediate Past President (stipend)	\$ 500

By unanimous consent, they also approved the following stipends/reimbursements for 2013:

Quill – Committee Chair (stipend)	\$2500
IT – Committee Chair (stipend)	\$ 900
Manual Review – Committee Chair (stipend)	\$1000
Legal Defense Fund – Committee Chair (stipend)	\$ 500
Region II Director (reimbursement)	\$ 750

Preparation and Review of 2013 Budget – Keith Kazmark

The board agreed to the following 2013 budget:

<u>EXPENSES</u>	<u>2012</u>	<u>2013 PROPOSED</u>
<u>CATEGORY</u>	<u>APPROPRIATION</u>	<u>APPROPRIATION</u>
Executive Director Expenses	6,000	6,000
Executive Director Retainer	20,000	21,500
Advisory/Executive Board Meetings	2,000	2,000
Annual Meeting	0	4,000
Auditor	5,000	5,000
Contingency	2,000	2,000
Annual Conference Contribution	8,000	0
Fundraising/Special Events	3,500	0
Officer Reimbursements	4,500	4,500
Information Technology Expenses	4,000	5,000
Information Technology Stipend	900	900
Insurance, Bonds, & D&O	3,000	3,000
IIMC - Scholarships/Expenses	7,000	28,000
League Conference-Hospitality, etc.	15,000	11,000
League Booth	3,500	3,500
Legal Counsel/Professional Fees	15,000	15,000
Mini Conferences	2,000	2,000
Office Supplies	2,000	2,000
Other Conferences	2,000	2,000
Postage and Delivery	1,200	1,200
Printing and Reproduction	3,000	3,000
Manual Review Stipend	1,000	1,000

LDF Stipend	0	500
Quill/Editorial Stipend	2,500	2,500
Quill/Misc. Expenses/Photographer	750	750
Quill Printing and Postage	12,000	12,000
Region II Expenses	1,750	1,750
Retirement Pins/Plaques	4,500	4,500
RMC Pins	2,000	2,000
Storage Space	1,100	1,100
Elections	500	500
TOTAL EXPENSES	\$135,700	\$148,200

<u>REVENUE</u>	2012	2013
CATEGORY	ACTUAL	ANTICIPATED
	REVENUE	REVENUE
Membership Dues	75,340	72,000
Income Interest	115	100
Annual Conference	10,957	0
League Conference	3,260	3,000
Quill Advertisers	2,325	2,300
Fundraising	5,570	0
Mini Conferences	3,690	3,200
Misc.	0	0
Surplus	34,443	67,600
TOTAL REVENUE	\$135,700	\$148,200

AC in 2013 Bank Account

By unanimous consent, the Board agreed to transfer all but \$1500 from MCANJ Raffles Account #3453661257 to AC in 2013 Account #7869265160.

Bank Signature Cards – Keith Kazmark

Kazmark and Szabo will meet the last week of the month to complete updated signature cards.

Payment of Membership Dues On Line and Emailing of President’s Membership Letter and LDF Renewal/New Membership Forms

Motion by Kwasniewski, second by Saffos, and unanimously agreed to distribute via e-mail, and send under separate cover the following for 2013:

- 1) President’s Letter to Membership
- 2) LDF Letter and Renewal information
- 3) Membership Renewal information, with information collected via Website form (except for payment), with instructions to print out two copies of the renewal form to process PO’s and return one with payment to the Treasurer

Qscend Contract for MCANJ Website

The board discussed renewal of the contract, but a copy could not be located. A duplicate will be requested. The board also directed Kzmark and Szabo to solicit proposals from Qscend and others for an upgrade of the MCANJ Website.

Establish 2013 Calendar and Location for 2013 Executive and Advisory Board Meetings – Nancy L. Saffos

Executive Board Meeting -	Friday, February 1, 2013
Executive Board Meeting -	Friday, March 1, 2013
Executive Board Meeting -	Friday, April 12, 2013 *
Executive Board Meeting -	Friday, May 3, 2013
Executive Board Meeting -	Friday, June 14, 2013 *

Executive Board Meeting -	Friday, August 16, 2013 **
Executive Board Meeting -	Friday, October 4, 2013
Transition Meeting -	Thursday, December 12, 2013

* May not be necessary, however wanted to get it on everyone's calendar – in the event we may need to meet before the conference.

All Executive Board Meetings will be held at 10:00 a.m. at:
the Neptune City Community Center, 117 Third Avenue, Neptune, NJ
with the exception of **, which will be held at:
Joel Popkin's house at 13 Fair Oaks Lane, Ocean, NJ 07712

Annual Meeting - Wednesday, November 20, 20
9:00 AM at **TBA LOCATION** in Atlantic City

Advisory Board Meeting -	Friday, February 22, 2013
Advisory Board Meeting -	During MCANJ/IIMC Education Conference Time & Place TBA
Advisory Board Meeting -	Friday, September 27, 2013

All Advisory Board Meetings will be held at 10:00 a.m. at:
the Neptune City Community Center, 117 Third Avenue, Neptune, NJ

Review of 2013 Committee Assignments – Nancy L. Saffos

Saffos was still considering assignments and her finalized list will be emailed to executive board members once completed.

Review of Advisory Board Members for 2013 – Nancy L. Saffos

Here follow the list of appointees:

ATLANTIC:	Carol L. Degrassi
BERGEN:	Heather Mailander
BURLINGTON:	Patricia Hunt
CAMDEN:	Deanna Bennett
CAPE MAY:	Constance Mahon
CUMBERLAND:	Susan G. Robestello
ESSEX:	Linda Wanat
GLOUCESTER:	TBD
HUDSON:	Alberto Cabrera
HUNTERDON:	Cecilia Covino
MERCER:	Sharon Young
MIDDLESEX:	Barbara Nyitrai
MONMOUTH:	Dawn McDonald
MORRIS:	Yancy Wazirmas
OCEAN:	Elizabeth Mastropasqua
PASSAIC:	Jane Williams-Warren
SALEM:	Cynthia Dalessio
SOMERSET:	Sharon Brienza
SUSSEX:	James Doherty
UNION:	Jeffrey J. Jotz
WARREN:	Kelley Smith

Miscellaneous Transition Items

Zawadski will be setting up attendance sheets for Advisory Board Meetings. Popkin will be ordering updated stationary and business cards.

NEW BUSINESS

Recording of 2013 Secretary Election Results

At this time, the official votes for the 2012 election of secretary were recorded as follows:

Ann Marie McCarthy	42
Dina L. Zawadski	55

PRESIDENT'S REPORT – Andrew J. Pavlica

MCEF Grant Application

Saffos will apply in 2013.

A-1857 – MCANJ President or designee on Government Records Council

A senator sponsor is still needed.

S-533 "Common Sense Shared Services Act"

There is not much the association can do regarding this legislation.

S-2 "Shared Services"

This bill passed in the Senate.

S-1451 OPMA

S-1452 OPRA

These bills are scheduled for a vote on 12/20/12.

Executive Board Pins

The Board reconfirmed the type of pin for each officer:

Secretary – Pin with Ruby Chip (issued at the time of taking first office)

President – Pin with a Sapphire Chip

Past President – Pin with a Diamond Chip

They also agreed that on future orders, the clip on the back of the pins should be of better quality so it does not damage clothing, and that the banner at the bottom of the pin be inscribed with the office.

Orientation for Newly Elected, Re-Elected and Experienced Elected Officials

The following are Speakers of the MCANJ at the Orientation for Newly Elected, Re-Elected and Experienced Elected Officials: Szabo on Saturday, January 12, 2013 at the Sheraton in Eatontown; Kazmark on Saturday, January 26, 2013 at the Renaissance Meadowlands Hotel in Rutherford

The following is the Speaker of the MCANJ at the Executive Leadership for Mayors and Council Presidents: Saffos on Saturday, February 23, 2013 at the Conference Center in Mercer in West Windsor.

REPORT OF OFFICERS

1st Vice President – Nancy L. Saffos

None.

2nd VICE PRESIDENT– John M. Mitch

Mitch gave an update on the financials for the 12/12/12 Annual Meeting. After all payments have been received, he anticipates the meeting will have cost the Association about \$1000.

Treasurer – Keith Kazmark

No report.

Secretary – Denise Szabo

No report.

SECRETARY-ELECT – Dina L. Zawalski

No report.

IMMEDIATE PAST PRESIDENT – Joanne M. Kwasniewski

No report given, just stated she enjoyed working with the board and thanked them for their support.

EXECUTIVE DIRECTOR – Joel Popkin

Popkin updated the Board on his recent activities, including: printing of new stationary and envelopes, IIMC arrangements, renewal of the State BRC, insurance, legal defense matters, and NJLM activities includes attendance at legislative sessions and cancellations and refunds with regard to the 2012 conference. Popkin noted that the cost of booth equipment for the NJLM 2012 conference has been applied to 2013, otherwise a refund of only 70% would have received.

Popkin recommended and the Board agreed that credit cards normally issued to the President and Treasurer should be maintained by them throughout their tenure on the board in case there are incidental items which need to be purchased. This is a change in procedure as those cards are normally returned after the President and Treasurer have completed their terms of office in these positions.

OTHER BUSINESS

IIMC Region II Conference – Virginia Beach, Virginia - January 17-19, 2013

Pavlica and Saffos are planning on attending.

IIMC/MCANJ Education Conference - Taj Mahal, Atlantic City - May 19-23, 2013

Saffos indicated that she plans on scheduling conference planning meetings after Executive Board meetings in the coming months.

OLD BUSINESS/NEW BUSINESS

None.

ADJOURNMENT

The meeting adjourned at approximately 3:30 PM.

Respectfully submitted,

Denise Szabo, Secretary