

**Municipal Clerks' Association of New Jersey  
Executive Board Meeting Minutes  
February 1, 2013 – Ocean Township Municipal Building  
399 Monmouth Road, Oakhurst, NJ 07758**

**CALL TO ORDER:** President Nancy L. Saffos called the meeting to order at 10:00 a.m.

**FLAG SALUTE AND MOMENT OF SILENCE:** President Nancy L. Saffos asked for a moment of silence for our deceased members and the men and women of our Armed Forces.

**ROLL CALL:** Executive Board members present were:

President, Nancy L. Saffos  
1<sup>st</sup> Vice President, John M. Mitch  
2<sup>nd</sup> Vice President, Keith Kazmark  
Treasurer, Denise Szabo  
Secretary, Dina L. Zawadski  
Immediate Past President, Andrew J. Pavlica  
Executive Director, Joel Popkin

**APPROVAL OF MINUTES:**

- **November 14, 2012**
- **December 14, 2012- Executive Board Transition Meeting**

By unanimous consent of the board, it was decided to Table the Minutes until the next meeting.

**REPORT OF OFFICERS:**

**TREASURER'S REPORT: Denise Szabo**

The Board reviewed the following reports (attached):

2012 budget and Membership- No changes to membership number as presented as to the last meeting.

Motion to accept the treasurer's reports by John Mitch, second by Keith Kazmark. All in favor.

An itemized budget report was not available at the meeting, but will be emailed to the Executive Board members by the Treasurer.

**SECRETARY: Dina L. Zawadski**

Sympathy Cards were sent out to Karen Hughes of Westwood, for the loss of her father, Pat DeStefano of Spotswood, for the loss of her son-in-law and Sally Bleeker of Franklin Lake, for the loss of her sister.

Computer purchase for secretary-Nothing was done. There was a discussion on whether to purchase a computer or try doing a shared file online. It was agreed not to purchase a computer, that the Executive Board would do a shared file online. They will create a policy on what to put into this shared file.

A consensus was made by the Executive Board.

Notices of Advisory Board Meetings-President requested an updated list be e-mailed to her.

Updated email list-With the upcoming membership renewal, it will be a mandatory requirement to include e-mail addresses on the form. Szabo suggested to hold off revising the e-mail list until after the renewal period; that will provide for a more accurate list from the online registration.

## **TREASURER-Denise Szabo**

Szabo suggested and the Board agreed that the additional guidelines need to be set for the Scholarship Registration Process for AC 2013.

The scholarship application deadline is June 30, 2013, for members of the IIMC. Proof of attendance is required. Szabo suggested waiting until after the conference to review the updated list for scholarships and volunteers. Once attendance is verified and volunteerism is confirmed, payment will be made within 30 days after the conference. A resolution will be drafted for an upcoming meeting.

Szabo reported that the winners of the raffle from MCANJ 2012 Annual Conferences have not claimed their prizes. The Board agreed that once Szabo receives confirmation of their registration for the 2013 IIMC conference, checks should be issued for their scholarship prize money.

## **2<sup>nd</sup> VICE- PRESIDENT-Keith Kazmark**

Kazmark suggested Chris Wragge as a possible emcee for AC 2013. However, no confirmation has been made.

Vinnie Buttiglieri has couple of names for MC one from QVC.

## **1<sup>st</sup> VICE-PRESIDENT-John M. Mitch**

Mitch suggested Chuck Leonard as a possible emcee for AC 2013. He would require an over-night stay. This would cost \$800.00 for Monday and if we wanted him to do Sunday evening an additional \$800.00 for a total of \$1,600.00.

Final Report- Nine names in question because of late registrants.

Mitch will send a letter to people who registered but didn't pay.

## **PRESIDENT-Nancy Saffos**

Revisions were sent out regarding the OPRA/OPMA Bills.

Receipt of correspondence from membership with their concerns.

NJLOM update

Possible drafting of resolution in opposition to OPMA

Elaine Kennedy sent e-mail regarding some concerns with OPRA due to Hurricane Sandy victims; she also sent to GRC and Governor's office.

## **PATIENT PROTECTION & AFFORDABLE CARE ACT**

Resolution of Opposition requested by Senator Vitale

## **EARLY VOTING IN NEW JERSEY**

Senator Nia Gill- Trenton – proposed S-2364

NEW FINANCIAL DISCLOSURE PROCEDURE- State in process of changing the procedure for filing of Financial Disclosure Forms. Clerks will be notified shortly.

## **QUILL**

Agreement by the Board to delete telephone numbers form Committee Lists and add email addresses.

Agreed to put the Past Presidents in the Quill Presidents and People Page should be acknowledged if you are a member.

IIMC Hawaii Raffle- Post on website-Motion by all to post on website.

CONFERENCE CALL MEETINGS-Can be allowed for Executive Board Members. Should not be common factor.

#### ADVISORY BOARD MEETING DATES-"REVISED"

Advisory Board Meetings scheduled for February 22, 2013 and June 28, 2013 are same dates as NJLOM Legislative Meetings. President will consider changing the June date.

#### WEBSITE

Change and update the banner on the website and Facebook.

By unanimous consent the change to the website was approved.

#### NJSLOM

Quarterly Affiliate Newsletter- submissions by February 15, 2013

Allan Susen to write re: MCANJ/AC013

#### Newly Elected Officials Seminars

January 12, 2013 Eatontown- Nancy Saffos did presentation

January 26, 2013 Rutherford- Keith Kazmark did presentation

#### Executive Leadership Training for Mayors and Council Presidents

February 23, 2013 West Windsor- Nancy Saffos

#### Annual Affiliate & 2013 NJLOM Pre- Conference Meeting

April 16, 2013- Joel Popkin, John Mitch and Nancy Saffos

Bill Dressel's request for contribution to NJLOM.

NJLOM official notice 97<sup>th</sup> Annual Meeting NOT to be rescheduled.

#### IIMC

Region II Conference, Virginia Beach, VA

January 16-17, 2013 Nancy Saffos and Drew Pavlica attended.

CEU'S FOR IIMC conference- Alan Susen working with IIMC.

IIMC Conference Committee Meeting- Taj Mahal 15 & April 19<sup>th</sup> 2013. These dates may change.

#### **IMMEDIATE PAST PRESIDENT**, Andrew J. Pavlica

Immediate Past President, Andrew J. Pavlica comments at the Annual Meeting December 12, 2012 went better than expected and was well attended. Thanked everyone for the gif. Nancy thanks Drew for all his hard work.

#### **EXECUTOR DIRECTOR**, Joel Popkin

LDF Membership Forms will be sent by an e-mail blast and will be posted on the website and Facebook.

Transfer of AC 2013 funds to MCANJ General Account-It was discussed that the SOP policy be changed to have the President and Treasurer sign all checks. (Still separate accounts).

Update on AC 2013 budget. It was reported that \$91,000 was taken in. However, there is a net total \$48,000 in the bank. Estimated numbers have not been finalized with IIMC. A discussion ensued on the AC 2013 budget. President Saffos suggested an itemized list for this budget, because less money is needed in some areas and more money in other areas. The Board stated the need for a meeting with IIMC to review and compare figures. It was estimated that there is a

\$15,000 shortfall in the budget. Payments of approximately \$20,000 for Scholarships and another \$6,000 for volunteers need to be made. A formula has been approved to determine the amounts to be paid. With the whole purpose of the Association being education, the general consensus is to give the scholarships for education. It is estimated that 250 people from NJ will attend this conference. IIMC is providing a special exemption to New Jersey people who are not currently members of IIMC. They can register for this conference at the membership rate, with one year free membership to new registrants.

Income and expenses were broken down into categories. The Board took in \$58,000. However, it is estimated that \$74,000 is needed; leaving an additional \$16,000 still to be raised. Coded Systems donated \$2500.00. Further discussion will take place at later meetings. President Saffos advised the Board needs to be conscientious of how much money is being spent.

Discussion of Scholarship Registration Process for AC 2013.

The scholarship application deadline is June 30, 2013, for members of the IIMC. Proof of attendance is required. Szabo suggested waiting until after the conference to review the updated list for scholarships and volunteers. Once attendance is verified and volunteerism is confirmed, payment will be made within 30 days after the conference.

Two winners for the raffle have not been issued. The Board will make sure they are registered for conference and hotel. Once we receive proof then we can issue check.

Credit Cards were distributed out.

Bond renewals have been completed.

IIMC reviewed the budget.

Raffle license to be handled by the Conference Committee.

All insurance have been updated.

Updated Contact List.

League of Municipalities:

- Requests from Bill Dressel- send blast email with President's approval. Only permanent and important news be sent out.
- Thank you Letter and Certificate (Proclamation) received from NJLM- Gave to Secretary for record.
- Refund for Booth the League still working on this.
- Legislative Committee Lists-Five Municipal Clerks names on this lists.
- Affiliate Newswire Article- Allan Susen will do an article.
- Arrangements for Annual Meeting at the League- February 12, 2012. President Saffos may attend at 11:00am at the Taj Mahal in Atlantic City.
- Letter from Resorts- Possibility of using this venue next year.
- Bulk mail renewal gave to Treasurer to pay.
- 1099 forms to go to Steve
- Request from Purchasing Agent are having conference in April send notice to them.
- President has updated by-laws.

Other Business:

President to execute the following contracts:

Executive Director

Legal Consultant

Auditor

Officer and Committee Chair Stipends- A resolution was done at the previous meeting

Kazmark stated page 3 of 7 we can make another motion as listed in the minutes.

Motion by John M. Mitch and second by Szabo. All in favor.

Old/New Business: The count of online registration is now up to 245. Kudos to Denise for doing an outstanding job with on line registrations. A thank you went out to Diana Dale for helping to post items to the website.

Adjournment: Motion by Mitch, second by Pavlica. All in favor.

Adjourned at 12:30PM.

Respectfully submitted:

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Dina L. Zawadski, MCANJ Secretary