

**Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
April 12, 2013 at 10:00 A.M.
Neptune City Borough Community Center**

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
1st Vice President, John M. Mitch
2nd 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 –Executive Board Meeting
December 14, 2012- Executive Board Transition Meeting
February 1, 2013 – Executive Board Meeting

Motion made by Pavlica and second by Kazmark. All in favor.

REPORT OF OFFICERS:

TREASURER'S REPORT: Denise Szabo

The Board reviewed the following reports (attached):

2013 MCANJ Budget
Update AC 2013 Budget
Scholarship money coming out of regular MCANJ checking account.

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

SECRETARY: Dina L. Zawadski

Nominations for Clerk of the Year and Secretary are being accepted.
Updates for Contact List have been completed with the online registration.
E-Blasts for upcoming filing of deadlines (COTY & MCANJ 2014) have been sent.
Municipal Clerk's Week May 5th-11th, 2013.

TREASURER-Denise Szabo

Szabo reported on line Membership updates and placed in Drop Box. Any changes or improvements can be done in drop box. There are 629 registered members 74% of all members have paid.

RESOLUTION

MCANJ Scholarship and Volunteer Incentive Programs for the 2013 IIMC Conference In Atlantic City, New Jersey

WHEREAS, on August 10, 2012 and March 14, 2013, the MCANJ Executive Board discussed a revised Scholarship and Volunteer Incentive Program for qualified MCANJ members attending the 2013 IIMC Conference in Atlantic City, New Jersey; and

WHEREAS, the MCANJ Executive Board wishes to formalize said policy and set forth the procedures for administration of the scholarships and volunteer incentives.

NOW THEREFORE BE IT RESOLVED, by the MCANJ Executive Board as follows:

SCHOLARSHIPS

- Scholarships are available only to qualified MCANJ members who submit an application, including a copy of their registration and proof of payment, to the MCANJ Treasurer by June 30, 2013.
- A qualified MCANJ member who submits a complete application by June 30, 2013, and attends the entire 5-day conference from May 19 through May 23, 2013 will receive a \$75 reimbursement scholarship.
- A qualified MCANJ member who submits a complete application by June 30, 2013, and attends less than the entire 5-day conference will receive a reimbursement scholarship of \$20 per day.

VOLUNTEER INCENTIVE

- Volunteer Incentives are available to the first 60 qualified IIMC members who submit a complete application to the MCANJ AC in 2013 Committee by May 30, 2013.
- A qualified volunteer who completes 5 hours of volunteer service under the direction and verification of the AC in 2013 committee will receive a \$50 reimbursement incentive.

TIME TABLE FOR REIMBURSEMENTS

- On July 1, 2013, the MCANJ Treasurer will forward a list of all qualified scholarship applicants to the MCANJ AC in 2013 Committee for confirmation of attendance and volunteer service.
- With 30 days of receipt of the confirmation of attendance and volunteer service from MCANJ AC in 2013 Committee, reimbursements will be processed by the MCANJ Treasurer.

Adopted by Executive Board 4/12/13

Motion to approve Scholarship Resolution made by Kazmark, second by Mitch. All in favor.

2nd VICE- PRESIDENT-Keith Kazmark

Kazmark gave overview of Drop Box. This will allow all members to be able to access any and all information placed in this box.

Conference Calling is going to still be acceptable however; it is not excusable for all meetings.

Kazmark has confirmed tickets for Annual Meeting Nov. 20, 2013. Breakfast will be at 8:00 A.M. and the Annual Business Meeting will start at 9:00 A.M., at the Taj Mahal Tierra Room.

1st VICE-PRESIDENT- John M. Mitch

Mitch confirmed the invite with IIMC President. Discussion on who is responsible to send out notification. Stated we believe the IIMC President should be invited as opposed to the League Conference when some Clerks are scrambling for CEU's.. We will review the SOP policy. Mitch suggests deleting the responsibility of 1st Vice President and adding the President to his /her designee. Szabo will place the SOP into Drop Box. At the end of the Year the Immediate Past President will make note of any SOP changes for the year.

PRESIDENT-Nancy Saffos

Saffos reported on OPRA/OPMA attached letter from Lori Buckelew and Richard Lustgarten opinion. We are still waiting for consideration of Senate.

Saffos commended Jim Doherty on his testimony regarding the Early Voting Bill. He did an outstanding job. The bill is now on the Governor's Desk. The Governor has 45 days to review or veto. This would take us to May 5th. The league has received over 100 opposition resolutions.

Saffos reported Szabo attended the hearing regarding having a RMC as representative on the GRC and she did an excellent job. This bill is waiting to be heard from the Senate.

Annual Affiliate & 2013 NJLOM Pre-Conference meeting is scheduled for April 16, 2013 Mitch and Saffos to attend.

Saffos attended an Executive Leadership Training for Mayors and Council Presidents on February 23, 2013 at West Windsor.

Municipal Clerks who were hit by Hurricane Sandy have received voluminous OPRA requests and it is affecting all clerks in that area.

Discussion on Honorary membership (Retired) was discussed.

The Education Committee met and suggested we offer Financial Assistance to Clerk's. (See attached report).

Motion to offer scholarship was made by Szabo, second by Pavlica. All in favor.

Saffos to meet with Alan Zalkind regarding Rutgers Center for Government Services. Saffos requested examples, concerns and or issues to discuss at this meeting. President Saffos would like to develop, with Rutgers' Chair, an updated written policy for the education committee.

Discussion on Appointees to the Committees / Advisory Boards. Joel will review and make suggestions to the President. We need a written policy for the Education Committee that specifically states what the qualifications of membership on that committee are, i.e. whether one must be working as a municipal clerk in order to be considered for appointment to the education committee.

Board agrees to allow Betty Mastropasqua, who will soon be retiring and Connie Mahon, who is now working as a business administrator, to continue as advisory board representatives throughout at least this calendar year.

Motion by Szabo, second by Kazmark to allow Jennica Bileci, who has recently changed jobs and is now working as a business administrator not a municipal clerk, to continue as a member of the education committee. Pavlica abstained.

All Financial Disclosure forms must be filed electronically. All Clerks will be notified shortly of the new procedure. Hand out from Chris Vaz for questions and answers on 2013 Financial Disclosure Statements.

Education Committee will send out letters to newly designated RMC, to inform them how to update their contact information, so that they will receive all MCANJ information.

Gov Net subscription will continue.

Saffos advised that we received contract for Chuck Leonard- Master of Ceremonies for the IIMC conference and asked Dina to forward to solicitor for review. As of now we have 643 who registered for the conference. Also, we have received CEU's for the conference. Region II Reception will be on Sunday, May 19th, 2013 from 3:45 PM – 5:00PM. Any request for topics please send to the President.

Motion not to exceed \$2,000 for food for the reception for Region II made by Kazmark, second by Pavlica. All in favor.

Motion to have the President recognize Chris Wilder and Allan Susen with Visa gift card of \$200.00 made by Mitch, second by Kazmark. All in favor.

Advisory Board meeting to be held on June 28, 2013 at Ocean Township Municipal Building at 10:00AM, Executive Board Meeting on June 14, 2013 at Neptune Community Center at 10:00AM and AC 2013 Conference Committee meeting on May 3, 2013 at Neptune Community Center at 10:00AM.

IMMEDIATE PAST PRESIDENT- Andrew J. Pavlica

Pavlica reported he is in process of updating Facebook. He stated there have been a lot of hits on the site regarding OPRA/OPMA.

EXECUTIVE DIRECTOR- Joel Popkin

Popkin confirmed and updated the information for the IIMC/ MCANJ Conference. Attached is an updated Financial Report. Joel prepared a draft Resolution for revisions to the policy for scholarship and volunteers to have reviewed.

Popkin reported we have 240 members to the legal defense fund. He will be reviewing the legal defense policy with the solicitor for any amendments that may be needed.

Popkin will discuss with the solicitor if an insurance certificate is needed when MCANJ holds mini conferences.

Popkin contacted and confirmed with Taj the details of the 2013 Annual Meeting. We don't have to pay booth registration this year. The housing block has changed with the League from Tropicana to the Taj Mahal.

Heather Mailander will handle the report of operations for the raffle licenses.

Joel declined to participate in NJ conference of Mayors Conference due to our conference in May.

Joel updated the opposition resolutions list regarding OPRA.

Meeting in August location is still to be determined.

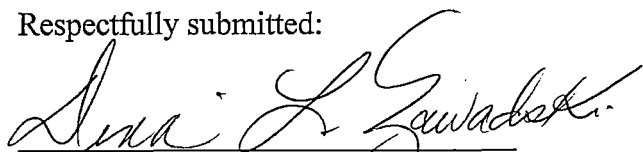
All contracts to be executed have been completed.

MCANJ Mini conference to be held April 26, 2013 at Sandyston Municipal Building.

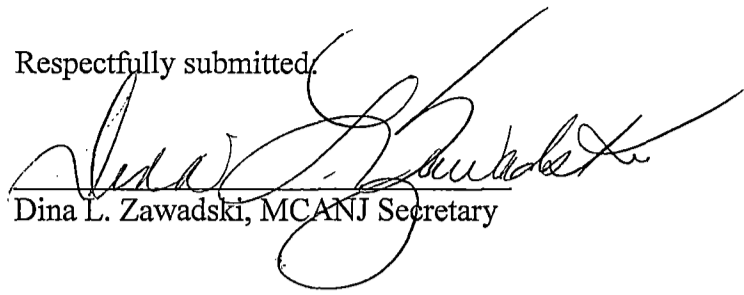
Motion to adjourn by Pavlica, second by Mitch. All in favor.

Adjournment: 3:00PM.

Respectfully submitted:


Dina L. Zawadski, MCANJ Secretary

Respectfully submitted,



Dina L. Zawadski, MCANJ Secretary