

MCANJ 2014 EDUCATION CONFERENCE COMMITTEE MEETING MINUTES

ON SEPTEMBER 27, 2013

IMMEDIATELY FOLLOWING

THE MCANJ ADVISORY BOARD MEETING

1. Welcome – by John Mitch MCANJ 2014 President.
2. Introduction of conference committee members:
 - Keith Kazmark (Elmwood Park), 2014 MCANJ 1st- Vice President
 - Denise Szabo (Bernards) MCANJ 2nd- Vice President
 - Dina Zawadski (Deptford Twp), 2014 MCANJ Treasurer
 - Nancy Saffos (Cherry Hill), 2014 Immediate Past President
 - Andrew Pavlica (Garfield), MCANJ Past President
 - Joanne Kwasniewski, (Fairlawn)- MCANJ Past President
 - Joel Popkin, MCANJ Executive Director
 - Heather Mailander (Ridgewood), 2014 Co-Chair
 - Sharon Brienza (Branchburg), 2014 Co- Chair
 - Cecil Covino, Clinton Town
 - Patricia Frontino, Glassboro
 - Diane Pflugfelder, Liberty
 - Doreen Cali, Roselle Park

All present except Saffos who had another meeting to attend.

3. MCANJ Secretary to take and distribute minutes/ notes. Alternate Secretary will be Covino.
4. Confirmation of dates/ location (March 24-27, 2014@ Taj Mahal)
5. Confirmation theme (MUNICIPAL CLERKS: " Meeting the Challenge")
6. Responsibilities of committees:
 - Education (Review Speakers/ Topics) discussed the keynote speaker to be Willie Jolley. Mitch suggested we review his website at www.WillieJolley.com and email him any comments or suggestions. His rate is \$10,000.00 and requires an overnight stay. The speaker will speak for 1 ½ hours. Popkin to try and reduce his costs.
 - Kazmark suggests alternative speaker Deb Sofield and Mary Melfi would also like to participate.
 - Co- Chairs –Brienza and Mailander will work on sessions.
 - Suggested Speakers and topics:
 - Mary Melfi – Elections
 - Susan Jacobucci – Ethics and Finance
 - Argene Cook (DARM) – Records
 - Joanne Frascella – ABC Licensing
 - Scott Steinman – Legalized Games of Chance – Licensing
 - Tom Neff – GovConnect /SAGE/Financial Disclosures – IT
 - Electronic – Break out
 - Registrar – Break out
 - Licensing- Break out

Legislation update

Suggestion:

- o Financial Disclosure Session to be held on Monday to draw people to arrive for this session.
 - o Cyber Crime
- Facebook – Kzarnark, Pavlica and Dylan Hansen (Ridgewood Village) will work on Managing Social Media during a storm in your town.
 - Advertising/ Public Relations- Kwasniewski – Advertise in the program for ½ page will be for \$50.00 and a full page \$100.00. The ad will be in black and white.
 - Sponsorships- Brienza - Mitch will draft a sample donation letter and email for everyone to review.
 - Program Book- ads- Kwasniewski and Pavlica will handle.
 - Vendors- Brienza handling. The rate is \$600.00
 - Fundraising- merchandise for sale – Cali discussed a purse holder to sell for \$7.00 and a MCANJ hoodie for purchase.
7. Proposed budget (include discussion on registration fee and deadline). Popkin discussed a proposed budget of the total expenses \$102,265 and the total income of \$104,250.00. Meal prices will vary.
Registration will be handled with Frontino, Zawadski and Szabo. Make envelopes and stuff with meal choices.
 8. Benefits for committee members.
 9. Timeline- Mitch will e-mail the timeline.
 10. Give-Aways– Cali trying to get scrabble board game.
 11. Use of retired workers and benefits.
 12. IIMC Invitation.
 13. Miscellaneous- Room rate is \$85.00 @ Trump Taj Mahal, Chairman Tower.
 14. Future Meeting Dates (Oct. 31, 2013 at Woodbridge and November 19th in Atlantic City.

A motion to adjourn made by Pavlica and second by Kwasniewski. Motion carried.

Meeting adjourned at 2:35PM.

Respectfully,

Dina Zawadski, MCANJ Secretary