

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

**Executive Board Meeting Minutes
Wednesday, December 11, 2013
9:30 a.m.
Cherry Hill, NJ**

CALL TO ORDER

President Nancy L. Saffos called the meeting to order at 9:30AM.

FLAG SALUTE AND MOMENT OF SILENCE

President Nancy L. Saffos asked for a moment of silence for all of our men and women in the armed forces, who make the ultimate sacrifice for our freedoms and for all of our MCANJ members, keeping in our thoughts those who have passed.

ROLL CALL

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 Palvica
Executive Director, Joel Popkin
Secretary Elect, Kevin Galland

APPROVAL OF MINUTES

November 8, 2013

Motion to approve the minutes made by Mitch, second by Kazmark. Motion carries.

TREASURER'S REPORT – Denise Szabo

We have 85% who have renewed their membership for this year. We are down 79 members.

SECRETARY – Dina Zawadski

Report of Election Results from the Annual Meeting on Nov. 20, 2013 were:

Kevin Galland of the Boro of Woodland Park had a total of 66 votes.
Tanya Goodwin of the Boro of Swedesboro had a total of 44 votes.

The Newly Elected Secretary for 2014 is Kevin Galland Boro of Woodland Park. A motion was made by Kazmark to destroy the ballots, second by Szabo. Motion carries.

TREASURER – Denise Szabo

2013 Account Balances:

Checking/Savings	\$ 41,629.92
Scholarship	\$ 14,431.50
Raffles	\$ 2,705.00
Certificate of Deposit	\$ 104,145.06
Balance	\$ 162,911.48

Budget- We are transitioning to on line banking. Our budget and itemized reports will come from Quick Books. The line items will be more detailed.

Motion to accept the Treasurer's Report made by Mitch, second by Kazmark. Motion carries.

The Executive Director and Treasurer presented the proposed 2014 budget to the board. Each line item was addressed and responded to questions generated by the members.

1st Vice-President, Mitch proposed a program to recognize clerks for their professionalism on the job as well as their accomplishments off hours more frequently. This could be accomplished via "Clerk of the Month" or "Clerk of the Quarter" program. Funds would be needed to purchase awards, forms would need to be created; and the Advisory Board could be used to disseminate the information and communication.

Recommendation was made and approved to add \$600.00 to the 2014 budget.

Question was raised should the "Use of Surplus" line on page 5 of the proposed budget be displayed to the balance the budget. It was agreed to show a balanced budget.

A discussion on combining the two accounts "Scholarship Budget Account " and "Raffle Budget Account" be combined. The Treasurer will review with the Auditor and take appropriate action if this can be accomplished.

It was agreed that a portion (10-15%) of the Executive Director's, Legal Counsel and Auditor's retainer shall be charged to the Legal Defense Fund as a portion of their work efforts are directly associated with that activity. Executive Director Popkin will review the matter and set the appropriate percentage.

The 2014 proposed revenue for the "Quill Printing and Postage" line item be increased from \$2,325.00 to \$3,000.00.

The stipend for the Web Master for 2014 be set at \$1,200.00

Membership needs to be maintained at historical levels and that an effort is made to identify those clerks who did not renew in 2013 and encourage membership in 2014.

The Treasurer and the Executive Director will revise the budget accordingly and present said revisions prior to year's end.

All in favor to continue to use Dropbox.

Reviewed by all the Contracts for Executive Director, Attorney, and Auditor. Discussed Executive Director to receive \$23,500.00; Attorney to receive \$8,000.00; and Auditor to receive \$5,000.00.

Motion by Pavlica, second by Kazmark to award contracts to the Executive Director, Attorney and Auditor. Motion carries.

Website "njclerks.org" will be up and running on December 15, 2013. Szabo did presentation of the new website.

2nd VICE PRESIDENT – Keith Kazmark

Annual Business Meeting Breakfast Final Report was a total of 264 tickets were paid for. We collected \$ 6295.00.

1st VICE PRESIDENT – John Mitch

Mitch handed out:

2014 Meeting Dates

2014 Committee & Advisory Board Representative Listing

Updated Contact List for Executive Board

Congratulation Letter (CMC / MMC) will be sent out by the President.

PRESIDENT – Nancy Saffos

A. Legislation

RMC on GRC S-3025 – Saffos had testified on this bill. This Bill was passed on Monday which allows a RMC on the GRC . We now have to get the full Senate to pass this bill.

S-2511 & S-2512 -OPMA/OPRA not much happening at this time.

Middle Township OPRA Case- Discussion was held in regards to this litigation.

B. Education

Scholarship 2012 & 2013

Peter McCleary – CMC – Deputy Clerk of Atlantic City is not a tenured position.

Rhonda Pisano- Assistant Municipal Clerk- Township of Bernards

Anne Dodd- Boro Clerk – Borough of Tenafly

Dawn Bielec- Deputy Clerk- Medford Township

2014 MCANJ SCHOLARSHIP WINNERS

Linda Oswald- Municipal Clerk- Township of Logan

Elaine Kennedy- Retired

Sandra Bohinski- Borough Clerk- Borough of Helmetta

Tara O'Grady Village Clerk- Village of Ridgefield Park

Thalia Kay- Municipal Clerk- Township of Galloway

Diane Grimaldi- Deputy Clerk- Borough of New Milford

Daina Dale- Municipal Clerk- Harvey Cedars

Melissa Seader- Municipal Clerk- Township of Piscataway

Michelle DeRocco- Municipal Clerk- Borough of Watchung

Jane Gillespie- Borough Clerk of Spring Lake

Michele Giardino- Deputy Clerk- Township of Ocean

4 Alternates

Karen Sandorse- Municipal Clerk- Township of Lebanon

Joanne Herron- Deputy Clerk- Township of Upper

Rainer Harris- Borough Clerk- Borough of Raritan

Kathy VanScoy- Borough Clerk- Borough of Paulsboro

Change in policy – Motion made by Kazmark to waive the requirement for tenured position for awarding scholarship applications, second by Mitch. Motion carries.

Re-Structuring of Education Committee has been changed.

RMC Pins

IIMC Options

Gold Cards will no longer be given out to retirees.

Motion to purchase letter openers and have names engraved by Pavlica, second by Kazmark. Motion carries.

Stipends vs. Reimbursements for Executive Board Officers Motion by Mitch to keep current rate of stipends and issue 1099, seconded by Kazmark. Motion carries.

Stipends/ Reimbursements:

President	\$1500.00
1 st Vice- President	\$ 500.00
2 nd Vice-President	\$ 500.00
Treasurer	\$1000.00
Secretary	\$ 500.00
Past- President	\$ 500.00

Stipends vs. Reimbursements for Executive Board Officers a motion was made by Mitch to keep current rate of stipends and issue 1099, seconded by Kazmark. Motion carries.

Motion by Kazmark not to exceed \$500.00 for outgoing President's Gifts, second by Szabo. Motion carries.

Resolutions for retired and deceased clerks.

IMMEDIATE PAST PRESIDENT - Andrew J. Pavlica

Updated SOP Book for New Secretary including updated/current By Laws.

Facebook has also been updated and Drew will continue.

EXECUTIVE DIRECTOR – Joel Popkin

Executive Director distributed stationary and envelopes to members.

Reviewed and discussed credit cards.

All insurances have been updated.

League of Municipalities updates:

Still awaiting invoices from the Taj Mahal.

Director to send letter to Atlantic City thanking for them donating the voting machines.

Director to send gift card to Wendy at Taj Mahal for all her assistance with the conference.

Discussed people assigned for set-up and closing of booths. Need people to help with this at the annual meeting. Suggestion was made to put on check list.

New Booths and new types of booths to purchase. Prices ranging from \$700.00 to \$1300.00. Joel looking into.

At the Annual meeting we will need to have people at the door to collect tickets and hand out certificates if needed.

All speakers should come to podium or to the floor podium.

Have people assigned for CEU clipboards and certificates.

Have people who are assigned a job to be present 30 minutes prior to the meeting.

Renewal of State BRC still looking into,

Following up on the Renewal of Legalized Games of Chance Application.

Reviewed Policy and Practices for Fund Raising and Scholarships. Any money for fund raising will be put into scholarship account.

Legal Defense Fund \$120,213.72

Reviewed on line applications.

Motion to accept Executive Director's Report by Mitch, seconded by Kazmark. Motion carries.

Motion made by Pavlica to adjourn, second by Kazmark. Motion carries.

Meeting was adjourned at 3:30PM.

Respectfully submitted by:

Dina L. Zawadzki, MCANJ Secretary