

**The Municipal Clerks' Association of New Jersey**  
**Executive Board Meeting Minutes**  
**Friday, 3/23/2018 @ 10:00 AM**

*Deptford Township Municipal Building, 1011 Cooper Street, Deptford, NJ 08096*

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President Zawadski, Welcomes All

1. Call to Order
2. Flag Salute & Moment of Silence
3. Roll Call

Ms. Pflugfelder was absent for a portion of the meeting and called in at 11:00 am.

Mr. Galland raised a point of order, as general members of organization were in attendance and he had never recalled attendance by any other than Executive Board members at executive board meetings.

President Zawadski said she is going to have the meeting open to the public due to the fact that she is discussing the Education Conference. There is nothing on the agenda that can't be discussed in front of them.

Mr. Herbert said if there is a matter that requires closed session that we can indicate that and exclude them. Herbert advised it is up the President to make that determination. Mr. Galland asked if it is up to the executive board or the President. Mr. Herbert replied that it's up to the President. Mr. Galland asked if that was in the by-laws. Mr. Herbert said it is not, but in general the by-laws follow Roberts Rules of Order and the presiding officer can make that determination.

There was a motion by SZABO and seconded by GALLAND to amend the agenda to include a closed session regarding future conference committee meetings, the conference committee and conference protocols.

Ayes: Galland, Gore, Szabo, White

Nays: Zawadski

Motion passed to amend the agenda.

SZABO moved to amend the agenda by tabling the reports of officers to the advisory board meeting in an effort to maximize meeting time.

Ayes: Galland, Gore, Szabo, White, Zawadski

Nays:

The motion passed to amend the agenda.

4. Approval of Minutes: 10/20/2017 - Executive Board Meeting  
12/01/2017 - Executive Board Meeting  
1/05/2018 - Executive Board Conference Call  
1/12/2018 - Executive Board Conference Call

There was a motion by SZABO and seconded by GALLAND to approve the minutes. All voted in the affirmative.

5. Unfinished Business
  - a. Resolution FY2018-14 Appointment of Mike Herbert – Additional Services of Review and Desk Reference/Manual

**Resolution FY2018-14**

Authorizing an Amendment to the FY2018 Contract between MCANJ and Michael Herbert, Esq., of Parker McKay for Legal Services to Review and Update the Desk Reference/ Manual

**WHEREAS**, pursuant to Resolution FY2018-03, MCANJ issued a contract for legal services for FY2018; and

**WHEREAS**, Michael Herbert, Parker McKay has submitted a proposal dated January 12, 2018 for additional services to review and revise the MCANJ Desk Reference/ Manual. The firm can offer

comprehensive service, including legal review and rewriting where necessary for the MCANJ Desk Reference/ Manual. The firm would be able to provide a complete statutory reference review, as well as a legal and technical review of the entire manual.

**WHEREAS**, Michael Herbert is qualified to serve as counsel and provide additional services to review and revise the Desk Reference / Manual for MCANJ with six months.

**NOW THEREFORE BE IT RESOLVED**, by the Executive Board of the Municipal Clerks' Association of New Jersey that we do hereby authorize an amendment to the FY2018 contract with Michael Herbert, Esq. of Parker McKay for additional services to complete the Clerks manual by reviewing and revising where necessary to the MCANJ Desk Reference / Manual for FY2018 at a retainer not to exceed \$7,400.00 with the hourly rate of \$185.00 hr.

There was a motion by WHITE and seconded by GALLAND to insert the proposal date on Resolution FY2018-14 and to approve the resolution.

All voted in the affirmative.

- b. Proposed LDF By-law changes redlined version

Ms. Szabo stated the redlined version is still not correct. The corrections are as follows, membership renewal must be received prior to November 1<sup>st</sup> each year and the term of the membership is from July 1<sup>st</sup> to June 30<sup>th</sup> each year. The Resolution should be on the next agenda to be memorialized.

- c. Response to Senator Weinberg by President Zawadski
- d. Drafting legislation involvement Dan's email from 1/22/18

President Zawadski said there is no response at this time as OPPA/OPMA has been very quiet.

6. New Business Discussion:

President – Dina Zawadski

- a. Resolution FY2018-17 Absence of Diane Pflugfelder from the March 23, 2019 Executive Board Meeting

**Resolution FY2018-17**

Approving an Excused Absence of 2<sup>nd</sup> Vice President, Diane Pflugfelder from the March 23, 2018 Executive Board Meeting, Advisory Board Meeting & Conference Committee Meeting

**WHEREAS**, pursuant to **ARTICLE VII, SECTION 6** of the MCANJ Constitution, *“in the event that an Officer is unable to attend all or part of a regular Executive Board meeting, an explanation, in writing, must be submitted in advance of the meeting to the President of the Executive Board providing the reason for the absence. The Executive Board, at the next regular Executive Board meeting following the meeting at which an Executive Board Member is absent, as the first order of business, vote on the validity of the reason for the absence. For the absence to be considered excused, 2/3 of the full membership of the Executive Board must vote in the affirmative to excuse the absence. The responsibility for deciding what is a valid reason for an absence from a regular Executive Board meeting shall be as the sole discretion of the Executive Board.*

**NOW THEREFORE BE IT RESOLVED**, that the Executive Board hereby deems Diane Pflugfelder's absence for portion of the March 23, 2018 Executive Board Meeting, Advisory Meeting and Conference Committee meeting as valid and shall record the absence as an excused absence.

Motion by SZABO and seconded by WHITE to approve Resolution FY2018-17.

All voted in the affirmative.

- b. Scholarships – clarify awarding scholarship from Association

Mr. Galland said the board agreed to award one CMC and the recommendation from the scholarship committee was to award two. The MCANJ offered to award eight RMC's and there were only two applicants, so financially it's not an issue. That needs to be modified to match the recommendation. The committee did an excellent job with the scholarships. There was a motion by GALLAND and seconded by WHITE to modify the number of scholarships for CMC from one to two.

Ayes: Galland, Gore, White, Zawadski  
Abstain: Szabo

The motion passed.

c. Sponsors/Exhibitors – how many do we have, the projection for getting sponsors

Mr. Popkin said he has a list of sponsors that he is going to hand out to the education conference committee. He said the total he has received is a little over \$14,000. There are twenty-three exhibitors so far.

d. Booklet – who is handling and what are the guidelines

President Zawadski passed out the booklet in a draft form so everyone could review it.

Ms. White asked how many CEU in total.

President Zawadski stated 20.5 CEU's in total, two in every course, 1.5 in legislative, 1 IT and 1 for CMR.

e. Garment bag give away

President Zawadski passed around the garment bag and it has the MCANJ logo on it. The bag was \$11.19 each and \$15.00 per person was budgeted.

f. Status of Conference Budget

Mr. Popkin said 198 people are registered for the conference so far and 16 are nonpaying registrants who are the Education Committee and the registration workers. The budget is based on 225 paid people so hopefully the numbers will fall into place with more people that register. Mr. Popkin discussed the changes to the Conference Budget.

Mr. Galland stated that the Executive Board set the conference budget and he understands from time to time that the budget needs to be amended however he would like any budget amendments to be voted on by the executive board.

There was a motion by GALLAND and seconded by SZABO that going forward, prior to any changes being made to the conference budget, that they are outlined and sent to the executive board for discussion and a vote.

Ayes: Galland, Gore, Szabo, White  
Nays: Zawadski

There was a motion made by GALLAND and seconded by SZABO that the formal modifications dated March 18<sup>th</sup> to the education conference budget be approved as the most current for the upcoming conference.

The motion passed.

g. Comp rooms offered by Caesar's

Mr. Popkin said Caesar's is offering ten complimentary rooms as part of the contract. There are nine rooms reserved leaving one room remaining. He suggested offering the room to one of the volunteers who is currently not eligible for a free room.

President Zawadski said her family is attending and in the past the MCANJ has not paid for any additional rooms for family members. If MCANJ can afford to pay for the IIMC's President's spouse why would they not be able to afford to pay for one room for the President of MCANJ's family?

President ZAWADSKI made a motion and seconded by WHITE to increase the conference budget by one night at Caesar's for her family or award them the free room

Ms. Szabo raised a point of order, asking if the President can make a motion being that it directly benefits her. Mr. Herbert said under Robert's Rules no she can't.

No other members supported the motion and it died.

#### h. Volunteers for Conference

President Zawadski said some changes were made with volunteers.

Ms. Szabo stated she was not made aware that Joe Favaro can't attend the conference and Roy Duffield was taking his place. If Roy is now a free conference registration he would need to re-register as he was deleted from the system.

#### i. IIMC President Expenses

Mr. Popkin stated that the expense for the IIMC President was not put in the initial budget. In the past we have offered one day lodging and dinner.

There was a motion by WHITE and seconded by GALLAND to add an additional night to the conference budget at Caesar's so the IIMC President and spouse can stay.

All voted in the affirmative.

- j. Complimentary meals for individuals with 40 years or more of service
- k. Complimentary meals for past presidents/registration issues

Mr. Popkin said they could always add meals up to the week before. He added ten people to the budget for the complimentary meals. If they already registered for the conference, they would not be receiving a refund for the dinner amount as the conference registration includes dinner. The original registration form posted to the website was incorrect and caused confusion regarding this matter.

There was a motion made by SZABO and seconded by GALLAND to enter into executive session to discuss Future Conference Committee Meetings (when, where and who attends) and Communication protocols.

All voted in the affirmative.

#### a. Spring Affiliate Meeting

Mr. Galland will attend along with Mr. Popkin and all the sessions have been completed.

#### b. Pining Ceremony (who sent out the letters)

President Zawadski said she and Laura Flagg sent out the letters to those who passed the Clerk's exam inviting them to the annual meeting.

#### c. GovNet subscription

Ms. Szabo spoke to Vinnie Buttiglieri, Chairman of the Legislative Committee, regarding the subscription and suggested he try using the State's legislative website going forward. Vinnie was receptive to the suggestion.

All voted in the affirmative.

### 7. Reports:

- A. Executive Director- Joel Popkin
- B. Attorney-Michael Herbert
- C. Secretary- Kim White
- D. Treasurer- Eileen Gore, Budget Report, General Ledger and Profit Loss
- E. 2<sup>nd</sup> Vice President- Diane Pflugfelder
- F. 1<sup>st</sup> Vice President-Kevin Galland
- G. Immediate Past President- Denise Szabo
- H. President

Reports were tabled to the Advisory Meeting.

### 8. New Business (*preparation by Dina Zawadski*)

There being no further business, a motion was made by Ms. SZABO and seconded by Mr. GALLAND to adjourn the meeting.

Respectfully Submitted,

Kim-Marie White, Secretary

Minutes Approved June 15, 2018