

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

**EXECUTIVE BOARD MEETING MINUTES
FRIDAY, OCTOBER 24, 2014
WOODBRIAGE TOWNSHIP MUNICIPAL BUILDING
WOODBRIAGE, NEW JERSEY**

1. CALL TO ORDER

President John Mitch called the meeting to order at 10:00 AM.

2. FLAG SALUTE AND MOMENT OF SILENCE

Those in attendance saluted the flag and President John Mitch asked for a moment of silence, a prayer to protect all of the men and women serving in the armed forces.

3. ROLL CALL

The following members of the Executive Board were present for the meeting:

- President, John Mitch
- 1st Vice President, Keith Kazmark
- 2nd Vice President, Denise Szabo
- Treasurer, Dina Zawadski (conference call)
- Secretary, Kevin Galland
- Executive Director, Joel Popkin

Not in attendance: Immediate Past President, Nancy Saffos

4. APPROVAL OF MINUTES

Upon motion made by 1st Vice President Kazmark, seconded by 2nd Vice President Szabo, and unanimously passed on voice vote, the minutes of the August 15, 2014 Executive Board Meeting were approved.

5. TREASURER'S REPORT – DINA ZAWADSKI / DENISE SZABO

i. MCANJ Bank Account Balances

Treasurer Zawadski reported the Account Balances as of October 23, 2014 are as follows:

Operating Account	\$53,393.99
Scholarship Account	\$12,141.50
Raffle Account	\$1,725.00

Executive Director Popkin stated that there is an additional amount of approximately \$104,000 in a Certificate of Deposit.

ii. Profit & Loss Budget vs. Actual

President Mitch stated that these documents are available from Google Drive and questioned if anyone was having difficulty in accessing same. Hearing no issues, President Mitch called for a motion to accept the Profit & Loss Budget Performance and General Ledger statements as of October 2014.

Upon motion made by 2nd Vice President Szabo, seconded by 1st Vice President Kazmark, and unanimously passed on voice vote, the Profit & Loss Budget Performance and General Ledger statements as of October 2014 were accepted as submitted.

6. REPORT OF OFFICERS

a. SECRETARY – KEVIN GALLAND

- i. Secretary Galland stated that the new booth has been ordered, purchased and delivered.
- ii. Secretary Galland reported that the 120 day cutoff for the receipt of Applications For Candidacy for the MCANJ Executive Board has been set for Monday, December 29, 2014 for election to be held at the Annual Meeting on April 27, 2015. Application is on the website.
- iii. Secretary Galland reported that the cutoff for Application for Clerk of the Year has also been set for December 29, 2014 and that application is also available from the web site.

b. TREASURER – DINA ZAWADSKI

i. Membership Report

Membership Report – as of October 23, 2014, there are 787 Members in the Association, with a break-down as follows:

CATEGORY	TOTAL
Full – Municipal Clerk	479
Affiliate – All Others	26
Honorary Membership (Retired)	45
Full – Clerk of Freeholder Board	2
Associate – Assistant Municipal Clerk	22
Associate – Deputy Municipal Clerk	190
Full – Acting Municipal Clerk	20
Associate – Deputy County Clerk	1
Full- County Clerk	2
GRAND TOTAL	787

ii. Retention period for records follow-up (policy needed)

President Mitch stated that comments regarding this subject have been received from the Association's Legal Counsel and Auditor. Financial records are to be maintained for a period of seven (7) years; minutes are a permanent record; and the balance of the records are to be maintained for various periods of time less than seven (7) years.

President Mitch recommended a simple approach that the Association maintain all official records of the Association for a period of seven (7) years, with the exception of the minutes, which are to be maintained as permanent records.

Upon motion made by 1st Vice President Kazmark, seconded by 2nd Vice President Szabo, and unanimously passed on voice vote, it was approved that the Association shall maintain all official records for a period of seven (7) years, with the exception of the minutes, which shall be maintained as a permanent record, and that Immediate Past President Saffos reflect this policy decision in the Association's Policy Manual.

c. SECOND VICE PRESIDENT – DENISE SZABO

Website Update/On-line Mini Conference Registration – 2nd Vice President Szabo reported that the link to the beta test of the form will be distributed to the Executive Board in the next 7-10 days for testing. The front end of the form (what the member sees when populating the form) is complete. The back end (what the Treasurer will see when managing the data) is still being fine-tuned.

d. FIRST VICE PRESIDENT – KEITH KAZMARK

- i. 1st Vice President Kazmark reported that the sessions scheduled for the League of Municipalities Conference are set and reviewed the schedule with the Board. Further all audio/visual requests by the presenters have been processed. Executive Director Popkin requested a copy of the requests.
- ii. Regarding the Education Conference, 1st Vice President Kazmark stated that he has been in contact with Ms. Deb Sofield as the potential key note speaker and that she was available for the dates in June. He is not attempting to confirm her availability for the revised April conference dates. Ms. Sofield's fees would be \$5k for one general and a break-out session; \$1.5k for an additional break-out session (normally \$2.5K); and hotel and flight costs.

e. PRESIDENT JOHN MITCH

i. Officer's Job Description / Timeline update.

President Mitch stated that this work effort is behind schedule and requested that all Executive Board members update the information on Google Drive.

Executive Director Popkin questioned who was responsible for setting up meeting folders in Google Drive and 2nd Vice President Szabo stated that that responsibility lies with the Secretary.

ii. NJLM Newly Elected Officials Program request for speaker:

1/10/15 Eatontown (J. Mitch – confirmed).

2/7/15 Rutherford (K. Galland - confirmed).

iii. 2015 Education Conference Committee meeting at NJLM.

President Mitch stated that the next Education Conference Committee Meeting is scheduled for Tuesday, November 18, 2014 to be held at the Atlantic City Convention Center, in the coffee area on the first floor immediately following the last session which should be approximately 4:30 pm.

President Mitch reported that the Conference has been set and confirmed to be held at the Tropicana, Sunday, April 26 through Wednesday, April 29, 2014. Costs have increased, registration fees will be a subject of further discussion.

iv. Quill Stipend (7/1/14 – 12/31/14)

President Mitch stated that The Quill Editor, James Doherty, has requested that the fiscal year (7/1/14 – 6/30/15) stipend of \$2,600.00 be paid in two increments \$1,300.00 in December 2014 and the balance in June of 2015.

Upon motion made by 1st Vice President Kazmark 2nd, seconded by Secretary Galland, and unanimously passed on voice vote, the Quill Editor's stipend shall be paid in two increments, \$1,300.00 in December 2014 (circa December 15th) and the balance in June of 2015.

v. Advisory Board Members

President Mitch reported that at this time Hudson County does not have an active county association. President Mitch requested that adjoining counties reach out to municipal clerks in Hudson County to inform them of CEU opportunities and to permit those Hudson County Clerks who attend, to attend at the member rate.

f. IMMEDIATE PAST PRESIDENT REPORT – NANCY SAFFOS

President Mitch stated that Immediate Past President Saffos was scheduled to participate in the meeting via conference call, but was called out to a work related meeting and is unable to participate at this time.

g. EXECUTIVE DIRECTOR –JOEL POPKIN

i. Booth Update and Set-Up Training

Executive Director stated that multiple members of the Board and other volunteers need to become familiar with the set-up and take-down procedures of the booth. 2nd Vice President Szabo suggested that volunteers be solicited at the same time as volunteers for booth coverage are being solicited. It was agreed that that would be pursued. Secretary Galland volunteered to help in the take-down at noon on Thursday.

ii. Legal Defense Fund

A. Financial Update

Executive Director Popkin reported the account balances as follows:

Account Balances as of October 13, 2014

Central Jersey Bank:

Certificates of Deposit	\$87,143.39
Money Market Checking Account	\$39,412.96
Total	\$126,556.35

B. Transfer more funds to Certificate of Deposit

Executive Director Popkin recommended that \$20,000 be transferred from the Money Market Checking Account to a Certificate of Deposit as there is no immediate need to access these funds and in order to generate more interest. It was agreed that this would be appropriate.

C. Codification of Updates

Executive Director Popkin reported that the previously proposed changes have been documented and codified. The next step is for the LDF Committee to review the changes and if no opposition, the changes will become effective and posted on the website.

President Mitch stated that the changes to the Desk Manual have been posted to the website.

D. Finance

i. TD Bank changes in account

The transition from 2nd Vice President Szabo to the Executive Director has not been as smooth as he would like it to be, but the kinks are being worked out.

ii. Working on projected expenses till June 2015.

Executive Director reported that he is working on an 18 month projected budget to cover the time period ending June 30, 2015, to assure that there is sufficient cash available to cover this time period.

After discussion it was agreed that membership renewals shall be sent out in mid-June in order to assure that the payments are reflected in the appropriate fiscal year. In addition, a reminder of dues obligations should be sent out in January for municipal budget preparation.

iii. Quick-Books training and reports

Executive Director Popkin and 2nd Vice President Szabo have been working together through this transition and all seems to be transitioning well, a work in progress.

E. League of Municipalities

i. Trucking – not required

ii. Booth Schedule – previously discussed.

iii. AV Equipment contract and projectors – previously addressed.

iv. CEUs – all processing will be through the League's system.

v. Poster w/Web Site and Info. – Executive Director Popkin stated that pictures are being supplied by Mr. Doherty for the booth, and then presented a proposed poster also to be hung on the booth. Mr. Popkin also suggested that a save-the-date card for the Education Conference be printed and be provided as a hand out at the League Conference, which will be pursued.

F. 2015 Education Conference Update

i. Meeting to be held at the Tropicana – confirmed.

ii. Save the Date Cards for League – previously discussed.

G. Disposition of Computer and Old Booth

Executive Director Popkin stated that the memory of the old computer has been wiped-clean, the hardware/software is no

longer supported and the computer is basically worthless. After discussion, upon motion made by 1st Vice President Kazmark, seconded by Secretary Galland, and approved by voice vote, the decision of how to appropriately dispose of this computer shall be left to the discretion of Executive Director Popkin and 2nd Vice President Szabo.

The Executive Director further stated that we now need to address what to do with the old booth that has minimal value. After discussion, it was agreed that all Board Members will seek worthy parties interested in securing the old booth with a target date of the end of November.

H. Quill billing cycle to remain on calendar year

The Executive Director stated that there are three advertising vendors who are not current in their payments and he is looking for more advertisers for The Quill.

President Mitch inquired as to whether we can determine the actual cost of placing an ad in The Quill, which is probably nominal, as we may consider offering an ad in The Quill as a bonus to those sponsors of the Education Conference.

After discussion it was agreed that the Board Members would look for new advertisers and consider providing advertising to those major contributors as a bonus.

- I. Names in League Directory – Officer’s names for 2015 will not change from those listed in 2014.
- J. Dates of future letterhead – After discussion, it was agreed to use the current letterhead until same is exhausted and going forward officer’s names will not be printed on the stationery.
- K. Auditor – Executive Director Popkin reported that he is working with the Auditor to address correspondence from the IRS regarding a review of an issue that the Association had not filed in a timely manner.
- L. 2015 League Checklist – Executive Director Popkin provided the referenced document and asked that same be reviewed for additional items needed for the conference.
- L. Error and Omissions Policy – Executive Director Popkin stated that the Association has such an existing policy and is now securing a bonding policy for the Board members and the Executive Director.

7. UPDATES

- i. MCANJ President or representative on GRC.

President Mitch reported that there has been no movement on the referenced bill, but another bill has been introduced to remove the DCA representative from the Records Council and replace same with a person possessing RMC certification.

ii. OPRA/OPMA

President Mitch reported that he has participated in at least two conference calls reviewing Senator Weinberg's recent proposals on the subject matter. Recommendations have been forwarded to the Senator's Chief of Staff to be reviewed with the Senator.

iii. Common Sense Shared Services

President Mitch reported that there has been no movement on this pending legislation.

8. UPCOMING DATES

- i. Advisory Board Meeting, December 12, 2014. No conference call capability.
- ii. IIMC Region II Meeting, January 14-16, 2015.
- iii. Executive Board Meeting, January 23, 2015.
- iv. Advisory Board Meeting, March 13, 2015.
- v. Annual Education Conference, April 26 – 29, 2015
- vi. Annual Meeting, April 27, 2015.
- vii. Executive Board Meeting, May 8, 2015.
- viii. Transition Meeting, June 19, 2015.

9. ADJOURNMENT

Motion made by 1st Vice President Kazmark, seconded by 2nd Vice President Szabo and unanimously passed by voice vote at 11:45 AM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary