

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
ADVISORY BOARD MEETING MINUTES
MARCH 27, 2014
TAJ MAHAL (ANNUAL EDUCATION CONFERENCE)
GRAND BALLROOM A
ATLANTIC CITY, NJ

1. CALL TO ORDER

President Mitch called the meeting to order 8:20 AM.

2. FLAG SALUTE

President Mitch asked for a moment of silence.

3. ROLL CALL

Present:

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

Absent:

Immediate Past President, Nancy Saffos
 Legal Counsel, Richard Lustgarten, Esq.

ADVISORY BOARD MEMBERS IN ATTENDANCE:

COUNTY	NAME	PRESENT	ABSENT
ATLANTIC	CAROL DEGRASSI		X
BERGEN	HEATHER MAILANDER	X	
BURLINGTON	PATRICIA HUNT	X	
CAMDEN	DEANNA BENNETT	X	
CAPE MAY	SCOTT JETT	X	
CUMBERLAND	SUSAN ROBOSTELLO		X
ESSEX	LINDA WANAT	X	
GLOUCESTER	PATRICIA FRONTINO	X	
HUDSON	ALBERTO CABRERA		X
HUNTERDON	CEIL COVINO	X	
MERCER	SHARON YOUNG	X	
MIDDLESEX	BARBARA NYTRAI		X
MONMOUTH	JANE GILLESPIE	X	
MORRIS	YANCY WAZIRMAS	X	
OCEAN	MARYANN ELLSWORTH		X
PASSAIC	JANE WILLIAMS-WARREN	X	
SALEM	CYNTHIA DALESSIO	X	
SOMERSET	SHARON BRIENZA	X	
SUSSEX	JAMES DOHERTY		X
UNION	JEFF JOTZ		X
WARREN	KELLY SMITH		X

4. APPROVAL OF MINUTES

Motion to approve the minutes of June 28, 2013 and September 27, 2013 was made by Sharon Young, seconded by Kim-Marie White. Motion carried.

5. TREASURER'S REPORT

Treasurer Zawadski reviewed the financial information from the Profit & Loss Budget vs. Actual printout for the time period January 1st through February 28th, 2014. Copies of the statement were made available to all in attendance.

Motion to accept the Treasurer's report was made by Kelly Rohde, seconded by Sue Witkowski. Motion carried.

6. REPORT OF OFFICERS

- a. **SECRETARY** – Secretary Galland stated that if the Annual Meeting is held on November 19th, as scheduled, the application cutoff date for nominations for the Municipal Clerk of the Year has been set for July 1st. Likewise, for positions on the Executive Board, the cutoff for nominations has been set for July 22nd.

However, if the changes to our Constitution and By-Laws are ratified, and the Annual Meeting is moved to the Annual Education Conference, the nomination dates would change. The cutoff for Clerk of the Year would be circa November 1st and the cutoff for Executive Board nominations would be circa November 26th. The exact dates would be posted on the Association's website and appear in a future edition of The Quill.

- b. **TREASURER**

Treasurer Zawadski stated that as of March 21, 2014 there are a total of 692 members.

- c. **2ND VICE PRESIDENT**

Second Vice President Szabo provided an update on the Association's website noting the significant improvements made and the opportunities provided to have The Quill provided electronically as well as to receive job opportunity notifications. Ms. Szabo requested pictures of the various municipalities so they may be posted.

President Mitch added that there is consideration of adding hot topic legislative updates to be posted on the website.

- d. **1ST VICE PRESIDENT**

First Vice President Kazmark provided an overview of the proposed changes to the Association's Constitution and By-Laws with a focus on moving the Annual Meeting from the November timeframe to the Annual Education Conference in order to provide more clerks the opportunity to vote on candidates for the Executive Board and to participate in other matters facing the Association. He further thanked

the committee and encouraged those in attendance to adopt the revisions as noted.

President Mitch noted that he, First Vice President Kazmark and Executive Director Popkin will be attending the April 16, 2014 NJLOM meeting to plan our Association's participation in the League's Annual Conference.

e. IMMEDIATE PAST PRESIDENT

President Mitch reported on behalf of Immediate Past President Saffos regarding Assembly Bill A-1475 and her willingness to testify on behalf of the Association.

f. PRESIDENT

President Mitch stated that the Association will have a booth at the Annual NJLOM Convention and education sessions will be provided for continuing education credits; provided recognition to MCANJ Membership Spotlight winners and requested that others be nominated; that Municipal Clerks Week is May 4-10, 2014; acknowledged Vincent Buttiglieri as our incoming IIMC Vice President and Andrew J. Pavlica as our incoming IIMC Region II Director; and that at the conclusion of this Thursday's Session there will be a chance to win a 2015 free registration to the Association's Annual Education Conference as well as a second prize, an \$80.00 gift certificate to a local restaurant.

Editorial Comment – Joyce L. Escalante, RMC, Borough of Monmouth Beach won the free registration, and Mary A. O'Keefe, RMC, Borough of Butler won the restaurant gift certificate.

g. EXECUTIVE DIRECTOR

Executive Director Popkin reported that there are approximately 210 members in the Legal Defense Fund and that the Account Balances as of February 12, 2014 totals some \$122,789.73.

7. OTHER REPORTS

- a) LEGAL COUNSEL – Richard Lustgarten not in attendance.
- b) CONSTITUTION & BYLAWS – Eileen Gore reviewed the proposed changes to the Constitution and By-Laws; thanked her committee for working on this project; and encouraged support for the changes.

Questions from the floor were posed and answers provided by President Mitch.

Motion to approve the revisions to the Constitution and By-Laws was made by Heather Mailander, seconded by Sharon Young. Motion carried.

- c) EDUCATION COMMITTEE – Joanne Kwasniewski stated that Rutgers has taken over the municipal clerk classes; and the committee is presently organizing the classes for the NJLOM conference. Looking for input to what classes the clerks would like to see offered.
- d) EDUCATION CONFERENCE COMMITTEE – Heather Mailander thanked everyone for attending the conference; acknowledged the presentation made by Dr. Jolley; and thanked the volunteers who worked so hard to make the conference a success.
- e) ELECTIONS – Jane Williams-Warren acknowledged the excellent conference, stated that she learned a lot; and that there are many changes coming regarding elections so we all need to stay tuned.
- f) FUND RAISING – Doreen Cali reported that clothing sales were brisk and encouraged more sales to be made.
- g) INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK – Daina Dale provided the activity (number of hits) on the website and other statistical information. Drew Pavlica provided an update on the Facebook page.
- h) LEGAL DEFENSE FUND – Sharon Brienza reported that an effort has been made to identify those clerks who are not members of the fund and to encourage them to join.
- i) LEGISLATIVE REVIEW COMMITTEE – Kim-Marie White reported that her committee continues to track pending bills that pertain to Municipal Clerks and that there is currently a vacancy on her committee and they are looking for a volunteer.
- j) MANUAL REVIEW COMMITTEE – Deanna Bennett reported that the committee is gearing-up for a Summer/Fall work effort.
- k) MEMBERSHIP/PEER ALLIANCE NORTH – nothing to report.
- l) MEMBERSHIP/PEER ALLIANCE CENTRAL – nothing to report.
- m) MEMBERSHIP/PEER ALLIANCE SOUTH – nothing to report.
- n) PAST PRESIDENT'S COUNCIL – nothing to report.
- o) PROFESSIONAL DEVELOPMENT/MINI CONFERENCES – Joanne Kwasniewski reported that the committee is currently working on having two mini conferences in the North and there is one planned for April in the South.
- p) PUBLIC RELATIONS/MCANJ BOOTH – Ceil Covino reported that the Association will have a booth at the NJLOM Convention.

- q) **QUILL** – Lauren Vande Vaarst reported that she is working closely with Jim Doherty and is preparing to take over responsibilities for The Quill in the future.
- r) **RAFFLES** – Yancy Wazirmas reported that the 50/50 raffle was a financial success for the Association at the prior evening's banquet.
- s) **RECORDS** – no report.
- t) **RESOLUTIONS** – Sandy Bohinski reported that we have lost three of our retired members.
- u) **SCHOLARSHIPS** – Karen Hughes stated that the deadline for applications will change as a result of the change in our by-laws.
- v) **AD HOC: HISTORICAL REPORT** – Drew Pavlica reported that he and Jim Doherty are working on an update to the historical port on the website.
- w) **REGION II – VINCENT BUTTIGLIERI** – Drew Pavlica reported that he and Vinnie will be attending the IIMC conference in Milwaukee and encouraged everyone to attend.

8. **NEW BUSINESS** – none.

9. **OLD BUSINESS** – none.

10. **REPORTS OF COUNTY ADVISORY BOARD MEMBERS**

Each of the Advisory Board Members provided an overview of current events in each of their respective counties. Most note-worthy is the fact that Cape May County has seven new municipal clerks, thus the need for Peer Alliance, education and training.

11. **NEXT ADVISORY BOARD MEETING:**

DATE: June 13, 2014

LOCATION: Woodbridge Municipal Building

12. **ADJOURNMENT**

Motion made by Scott Jett, seconded by Patty Hunt and unanimously passed by voice vote at 9:23 AM.

Respectfully submitted by:



Kevin Galland, NCAMJ Secretary