

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.
EXECUTIVE BOARD MEETING
MAY 8, 2015 @ 10:00 a.m.
WOODBRIIDGE TOWNSHIP MUNICIPAL BUILDING

1. CALL TO ORDER

President John Mitch called the meeting to order at 10:05 AM.

2. FLAG SALUTE AND MOMENT OF SILENCE

President John Mitch asked for a moment of silence, a prayer to protect all of the men and women serving in the armed forces and the deceased members of our Association.

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
Secretary, Kevin Galland
Immediate Past President, Nancy Saffos
Executive Director, Joel Popkin

4. APPROVAL OF MINUTES

Upon motion made by 1st Vice President, Keith Kazmark, seconded by 2nd Vice President Denise Szabo, and unanimously passed on voice vote, the minutes of the January 23, 2015 Executive Board were approved.

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

a. MCANJ Bank Account Balances.

Scholarship Account -	\$ 14,085.50
Raffle Account -	\$ 2,803.00
Operating Account -	\$117,788.05
Total Available Balance -	\$134,676.55

Certificate of Deposit - \$105,620.34

Upon motion made by Immediate Past President, Nancy Saffos, seconded by 1st Vice President, Keith Kazmark, and unanimously passed on voice vote, the Treasurer's Report was accepted.

President Mitch stated that there seems to be an on-going question regarding which accounts (Scholarship, Raffle or Operating) the proceeds from various activities i.e., raffles; sale of merchandise; silent auction; etc. are deposited.

Executive Director Popkin stated that historically proceeds from: Raffles went to the Raffle Account; Silent Auction went to Scholarship Account; and Sale of Merchandise went to the Operating Account, but

to the best of his knowledge, this determination is not documented in any of the Association's directives.

Following a lengthy discussion relative to the topic of Scholarships, it was agreed: (1) Raffle proceeds are to be deposited into the Raffle Account, a minimum balance shall remain in the Raffle Account, and that the balance be transferred to the Scholarship Account; (2) Silent Auction proceeds to be deposited into the Scholarship Account; and (3) proceeds from the sale of merchandise be deposited in the Operating Account. It was requested that Immediate Past President Saffos document this determination in the SOP and the matter will be discussed further at the upcoming Transition Meeting.

6. REPORT OF OFFICERS AND DIRECTOR

SECRETARY – KEVIN GALLAND

Secretary Galland reported that the Association is in receipt of several municipal resolutions supporting Assembly Bill No. A-4325, known as the "Transparent Tax Act of 2015"; as well as resolutions acknowledging and supporting Municipal Clerk's Week, May 3-9, 2015.

Secretary Galland reported the he is in receipt of correspondence from the New Jersey State League of Municipalities informing the Association that there will be a change regarding the Consulting Period, traditionally held on Tuesday of the Annual League Conference, due to fewer consultant's and delegate's participation.

The proposed change is to create "Consultant Meetings". They would continue to print the consultant's name, agency and topics in the Conference program, adding email, phone-contact and exhibitor booth number (if applicable). That information will be posted on the Annual Conference web page prior to the conference and the League would urge delegates to contact the consultants in advance to set up a mutually agreeable time and location to meet during the conference. The League believes this arrangement would facilitate the schedules of both consultants and delegates, eliminating the scheduled event previously referenced.

President Mitch suggested and the Board agreed that the responsibilities of the Immediate Past President be modified to include that the Immediate Past President be deemed the consultant to the League of Municipalities for the League's Annual Conference. 1st Vice President Kazmark suggested that this designation be documented in the SOP.

Secretary Galland also reported that the Association is in receipt of a "Thank You" card from Ms. Joanne Kwasniewski, thanking the Association for the honor of being named Clerk of the Year and wishing continued success to the Association and the Board.

TREASURER – DINA ZAWADSKI

Treasurer Zawadski reported and provided the Membership Report – as of May 6, 2015 there are 819 Members in the Association.

Treasurer Zawadski further reported that the annual dues notice will be sent out via email to the membership and posted on the website circa June 15, 2015. President Mitch stated that an email blast will be sent out in advance notifying the membership of that date.

2nd VICE PRESIDENT – DENISE SZABO

Insufficient Funds Policy – 2nd Vice President Szabo stated that we need to address potential costs incurred by the Association for returned checks. After discussion, it was agreed that the Association will charge a service fee, in the same amount that the Association is charged, for all returned checks. This will assure that the Association does not incur any costs for which it cannot control. It was requested that Immediate Past President Saffos document this determination in the SOP.

1st VICE PRESIDENT – KEITH KAZMARK

- a. Scholarship Committee Review / MCEF Endowment. 1st Vice President Kazmark reported that the Scholarship Committee is focused on bringing scholarship opportunities to the forefront, informing our membership of the many opportunities available. In addition, it is the recommendation of the Scholarship Committee, that the creation of a MCEF Endowment move forward, and that it be funded through fund raising activities specific to that purpose. This will be further explored after July 1st.
- b. Region II Meeting in 2016. 1st Vice President Kazmark reported that the 2016 Region II Meeting will be hosted by MCANJ, and that there is consideration to schedule this meeting in conjunction with the annual MCANJ Education Conference in April.
- c. Annual Stipend Resolution. 1st Vice President Kazmark presented the following resolution for Board approval:

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

RESOLUTION

MOTION MADE BY: Immediate Past President Saffos

SECONDED BY: 2nd Vice President Szabo

**A RESOLUTION SETTING OFFICER AND APPROVED
COMMITTEE CHAIR REIMBURSEMENTS AND STIPENDS
FOR 2014-2015**

BE IT RESOLVED, by the Executive Board of the Municipal Clerk's Association of New Jersey that the following reimbursements and stipends be approved for payment for members of the Executive Board and approved Committee Chairs for the 2014-2015 fiscal year:

QUILL EDITOR	\$ 2,500
MANUAL REVIEW	\$ 1,000
WEBSITE	\$ 1,200
(plus an additional	\$150 for 7/1/14 –
	12/31/14)
LDF CHAIR	\$ 500
PRESIDENT	\$ 1,500
VICE PRESIDENTS (2)	\$ 500
TREASURER	\$ 1,000
SECRETARY	\$ 500

IMMEDIATE PAST PRESIDENT \$ 500

BE IT FURTHER RESOLVED, that the Treasurer is directed to make said payments effective immediately.

Record of Council Vote on Passage

	AYE	NAY		AYE	NAY
Galland	X		Kazmark	X	
Szabo	X		Mitch	X	
Zawadski	X		Saffos	X	

PRESIDENT – JOHN M. MITCH

- a. MCANJ Annual Education Conference Critique. President Mitch stated that overall the conference was good, the attendee's comments are on Google Drive for review and that 95% of the comments are positive.
- b. Officer's Job Description / Timeline update. President Mitch requested that each Board Member review their job descriptions and make revisions if required. Revisions need to be forwarded to Immediate Past President Saffos.
- c. IIMC Conference (Hartford, Ct.). President Mitch stated that he will not be able to attend the conference due to a business related conflict.
- d. Dinner honoring Bill Dressel. President Mitch reported that he and Executive Director Popkin attended the dinner honoring Mr. Bill Dressel on his retirement and the League's 100 Anniversary on behalf of the Association. Some 600 attendees were present including several former Governors and many other New Jersey Clerks.
- e. RMC Exam Results. President Mitch reported that the results from the last exam are not yet available and that a meeting will be scheduled for July, with Rutgers, to discuss the results.
- f. President Mitch reported that several of the Board Members met with Senator Weinberg regarding OPRA/OPMA and he believes the meeting to have been a success.
- g. Consideration for County Association Menu on MCANJ website. President Mitch stated that he was approached by one County Clerk to determine if our Association would permit having their County Association's Menu on our website. After discussion, it was agreed that we would be willing to provide a link on our website to their website.
- h. Consideration of Mini Conference Committee consolidation. President Mitch requested that 1st Vice President Kazmark elaborate on this issue. 1st Vice President Kazmark stated that there are few, if any, mini conferences being conducted through the Association, raising the question of whether there is a need for a Mini Conference Chair and/or Regional Mini Conference Chairs. After discussion, 1st Vice President Kazmark suggested that the Mini Conference Chair remain in place as a resource for mini conferences if the need should arise.

- i. On-Line Sales of MCANJ Merchandise. President Mitch informed the Board that there has been an inquiry from a few members who would be interested in purchasing items during the year. Several issues were raised regarding access to inventory and shipping costs. The upside is that this would be an opportunity to reduce our current inventory. It was agreed that President Mitch will speak with Doreen Cali regarding this opportunity.
- j. NYU Democracy Group. President Mitch reported that he has been approached by a group of students who are interested in discussing topics such as, early voting; voter registration in a digital age; understanding online voter registration; and online voter registration facts and questions, with representative of the Board. President Mitch and 1st Vice President Kazmark will be meeting with this group sometime in the future.
- k. Financial Disclosure Statements. President Mitch, with the support of the County Associations, has drafted a response to Mr. Timothy Cunningham's letter regarding this matter. President Mitch reviewed the numerous comments provided by the County Associations that will be incorporated into the letter.
- l. Municipal Clerk's Week (5/3/15 – 5/9/15) As previously reported the Association is in receipt of numerous municipal resolutions supporting our Municipal Clerks. Copies of those resolutions have been forwarded to the IIMC for posting.

IMMEDIATE PAST PRESIDENT REPORT – NANCY SAFFOS

Immediate Past President Nancy Saffos reported that she has posted the most current revisions to the SOP on Google Drive, and will incorporate the revisions discussed at this meeting into the SOP for further discussion at the upcoming Transition Meeting in June.

Immediate Past President Nancy Saffos asked if a determination was ever made regarding the issue of who owns title to the Association's membership, the municipality or the individual; and that there might be a conflict between what is stated in the Association's Constitution/By-Laws and the Standard Operations Procedure Manual. After a lengthy discussion, it was agreed that Ms. Saffos will bring the documents to the Transition Meeting for further discussion.

EXECUTIVE DIRECTOR – JOEL POPKIN

The Executive Director reported the following:

- a. Legal Defense Fund Financial Report
 - Certificates of Deposit - \$87,594.74
 - Money Market Checking Account - \$37,413.66
 - Total - \$125,008.40Fortunately, there is no activity regarding claims to report. Premature renewals are being returned to the applicants.

- b. The Executive Director distributed the financial reports to the Board and provided an overview of the results.
- c. The Executive Director stated that there is interest amongst the retired clerks to get together for lunch or other social events. Some 35 retired clerks have expressed interest, with more details as the plans develop.
- d. Regarding the 2015 Education Conference, the Executive Director stated that there remains a small amount of leftover shirts and mouse pads and questioned the disposition of same. It was agreed to store the merchandise and use them as gifts for next year or to be sold if there is any interest at the next conference. Mr. Popkin stated that the Tropicana is holding the same week in 2016 for the Association and proposals from the Taj and Resorts have been secured.
- e. Mr. Popkin stated that a meeting date needs to be established for the Board to meet to create the 2015/16 budget, which was subsequently set for June 12, 2015, at 10 AM at the Woodbridge Municipal Building and that there is a need to budget sufficient funds for the Association to host 2016 IIMC Regional Conference.
- f. New Jersey pins for the IIMC Conference were given to 1st Vice President Kazmark for distribution to the New Jersey delegation.

7. CONFERENCE CALL

Mr. James Fruscione, New Jersey State Department of Treasury, called in for a pre-arranged conference call regarding where Records Management Services is going regarding email record retention, and to update the Board on the status of the Administrative Rules currently under consideration regarding, more broadly, electronic records management.

Mr. Fruscione stated that the State is working on enhancements to the Local Units retention schedules, which parallel the changes already made at State level. The State has established a seven (7) year broad band retention schedule for emails, as an option to using the individual retention schedules for emails; eliminating the need to classify emails into the various classifications. The use of the seven (7) year broad band is optional. This approach is an attempt to address the different levels of information technology (IT) expertise at the municipal level and the difficulties of classifying emails into the various categories.

Mr. Fruscione then reviewed with the Board the progress that his agency is making at the State level regarding electronic records management and his plans, over time, to bring forth changes to the local level, dependent on the level of IT sophistication at the local level.

8. UPDATES.

- a. MCANJ President or representative on Government Records Council. President Mitch stated that there is no update to report regarding this matter.

- b. OPRA / OPMA. President Mitch stated that there are no updates to report regarding these matters, with the exception that Senator Weinberg had stated in the most recent meeting that she is hopeful to have revised legislation ready in June for action sometime before year's end.
- c. Common Sense Shared Services. President Mitch reported that there are no further discussions at this point regarding this subject.

8. UPCOMING DATES.

IIMC Conference, May 17 – 20, 2015
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 1:02 PM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary