

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING
22 January 2016 @ 9:00 am
Woodland Park Municipal Building
5 Brophy Lane
Woodland Park, NJ 07424

1. CALL TO ORDER
2. FLAG SALUTE AND MOMENT OF SILENCE
3. ROLL CALL
4. APPROVAL OF MINUTES

23 October 2015 – Executive Board Meeting
9 November 2015 – Executive Board Conference Call
18 December 2015 – Executive Board Conference Call

5. TREASURER'S REPORT KEVIN GALLAND/JOEL POPKIN
 - A. MCANJ Account Balances
 - B. Profit & Loss Budget V. Actual

6. REPORT OF OFFICERS

SECRETARY: DIANE PFLUGFELDER

- A. Nominee petitions for MCANJ Secretary
- B. Nominee petitions for Clerk of the Year

TREASURER: KEVIN GALLAND

- A. Membership Report
- B. Unpaid Dues Update
- C. Amended Budget – Region II Conference

2ND VICE PRESIDENT: DINA ZAWADSKI

1ST VICE PRESIDENT: DENISE SZABO

- a. Cit-E-Net – Website Contract

PRESIDENT: KEITH KAZMARK

- A. Constitution & By-Laws Recommendations from Committee
- B. 2016 Annual Education Conference
- C. Region II Director Reimbursements
- D. Scholarships
 - a. Proposed Changes to RMC Scholarship Amounts
 - b. Scholarship Applications
- E. Code of Ethics
- F. IIMC Pin Exchange Order – VINNY
- G. Report on MCANJ Newly Elected Officials Seminars – 9 and 23 January 2016

IMMEDIATE PAST PRESIDENT: JOHN MITCH

EXECUTIVE DIRECTOR: JOEL POPKIN

A. SEE ATTACHED

7. ADJOURNMENT

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Woodland Park, New Jersey on 22 January 2016. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 9:11 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1st Vice President; Dina Zawadski, 2nd Vice President; Kevin Galland, Treasurer; Diane M Pflugfelder, Secretary; John Mitch, Immediate Past President

Also, Present: Joel Popkin, Executive Director

REPORTS

TREASURER

Prepared reports were received from Treasurer Galland for Profit/Loss (Attachment A) and Account Balances (Attachment B) placed on file. A motion by John Mitch to accept said report carried.

SECRETARY

ST-5 FORM

Discussion ensued on the need for a current ST-5 form. In conclusion it was agreed that John Mitch and Diane Pflugfelder would secure a current copy for posting on Google documents.

PETITIONS FOR MCANJ SECRETARY

Secretary Pflugfelder announced that petitions for MCANJ Secretary were received from Eileen Gore, Hamilton Township and Kim Marie White, Eastampton Township. Review of the election procedure, securing voting machines and program scheduling at the Annual Meeting transpired.

The following petitions/positions were also received;

1st Vice President – Dina Zawadski

2nd Vice President – Kevin Galland

Treasurer – Diane M Pflugfelder

PETITIONS FOR CLERK OF THE YEAR

Secretary Pflugfelder announced that two petitions for Clerk of the Year were received. It was agreed that everyone would review the Clerk of the Year applications and a conference call would be scheduled in February to decide the successful candidate.

TREASURER

MCANJ MEMBERSHIP

Treasurer Galland reported that there are 750 members of MCANJ. 72 have joined since the November 2015 push. 59 members are honorees and 33 members have not paid their membership dues. It was agreed that Treasurer Galland would forward a hard letter to these 33 members with an attached registration form to remind them of payment due.

1099 FORMS

Treasurer Galland announced that the 1099 forms have been received from the Auditor. A copy has been forwarded to the IRS and personal copies forward to the pertinent individuals.

2nd VICE PRESIDENT

Second Vice President Zawadski announced that the MCANJ Education Conference updated information has been posted on the website and an e-blast reminder would be disseminated to the membership on 13 February 2016.

1st VICE PRESIDENT

1st Vice President Szabo reminded Board members that the Cit-E-Net Website Contract was up for renewal. All agreed to continue the service.

PRESIDENT

CONSTITUTION & BY-LAWS RECOMMENDATIONS FROM COMMITTEE

President Kazmark presented the Constitution & By-Laws Committee recommendations. Review of changes included accommodations from calendar to fiscal year for Officer Terms, membership, application deadlines, annual petition filing for Board Officers.

2016 ANNUAL EDUCATION CONFERENCE

President Kazmark announced that the speakers are in order and sponsor money has been collected.

REGION II DIRECTOR REIMBURSEMENT

The Region II Director's request for reimbursement of expenses being submitted beyond the due date in accordance with our policies was brought before the Board. Following discussion, a motion by Immediate Past President Mitch to authorize reimbursement to the Region II Director Andrew J. Pavlica for said expenses carried

SCHOLARSHIPS

President Kazmark reported concerns expressed by the Scholarships Committee regarding scholarship award amounts and the course expenses. It was agreed to revisit this issue in 2016/2017. To date nine applications were received for eight RMC scholarships, one application was received for one CMC scholarship and one application was received for one MMC scholarship.

CODE OF ETHICS

President Kazmark informed the Board members that the MCANJ Code of Ethics is missing from the Association website. It was agreed that Executive Director Popkin would research the Code of Ethics posted by IIMC and other State Associations.

MCANJ LAPEL PINS

After discussion, a motion by Treasurer Galland to acquire five-hundred "VINNY" pins at the cost of \$955.00 for distribution at the 2016 IIMC Conference in Omaha, Nebraska carried. It was agreed that the surplus of "Devil" pins would be distributed to the MCANJ membership at the MCANJ 2016 Education Conference.

EXECUTIVE DIRECTOR

Executive Director Popkin informed those present that his report had been posted on the MCANJ Google Drive (Attachment C).

IIMC REGION II UPDATE

Executive Director Popkin reported that the Region II Conference went well. He stated that he anticipated the receipt of additional funds to offset the MCANJ expenses of \$1,900.00. There are no hard numbers to date.

QUILL ADVERTISEMENTS

Invoices have been distributed to Quill Advertisers but no payments have been received by President Kazmark or executive Director Popkin at this time.

PRIME INSURANCE POLICY

It was reported that the billing for the Prime Insurance Policy has yet to be received for a three-year renewal at a cost of \$1,100.00.

MCANJ ATTORNEY INTERVIEWS

1. Steven Goodell from Herbert, Van Ness, Cayci & Goodell PC
2. Joseph M Wenzel from Joseph M Wenzel Attorney at Law
3. Justin Santagata from Kaufman Semeraro & Leibman LLP
4. Ronald Mondello from Ronald P Mondello PC
5. Bruce Rosenberg from Winne Banta Basralian & Kahn PC
6. Raymond R Wiss from Wiss & Bouregy PC
7. James P Nolan, Jr. from James P Nolan & Assoc.

Following interviews, review of the applicants concluded with a motion by Immediate Past President Mitch to appoint Steven Goodell for an unexpired term as MCANJ Attorney contingent upon receipt of references by President Kazmark carried.

ADJOURNMENT

There being no further business, a motion by Immediate Past President Mitch to adjourn the meeting carried.

Meeting adjourned at 12:31 p.m.

Diane M Pflugfelder RMC/MMC
Secretary MCANJ
Minutes Approved 6 May 2016

ATTACHMENT A

2:11 PM
01/04/16
Accrual Basis

MCANJ
Profit & Loss Budget vs. Actual - EB+AB Report
July 1, 2015 through January 1, 2016

	Jul 1, '15 - Jan 1, 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
IIMC Region II				
Paid Attendees	16,755.00	11,177.42	5,577.58	149.9%
Paid Guests	0.00	422.74	-422.74	0.0%
Room Credit From Resorts	0.00	135.16	-135.16	0.0%
Sponsors	0.00	406.45	-406.45	0.0%
50/50	0.00	101.61	-101.61	0.0%
Total IIMC Region II	16,755.00	12,243.38	4,511.62	136.8%
Uncategorized Income	100.00	0.00	100.00	100.0%
Investment Income				
Interest Income				
Interest Inc-Legal Defense Fund	376.23	251.34	124.89	149.7%
Interest Income-Operating Fund	455.91	251.34	204.57	181.4%
Total Interest Income	832.14	502.68	329.46	165.5%
Total Investment Income	832.14	502.68	329.46	165.5%
Program Income				
Conference Fees Revenue				
Annual Conference 2016 Revenue				
Sponsors	500.00	774.19	-274.19	64.6%
Vendors	0.00	96.77	-96.77	0.0%
Total Annual Conference 2016 Revenue	500.00	870.96	-370.96	57.4%
Total Conference Fees Revenue	500.00	870.96	-370.96	57.4%
Membership Dues Revenue				
Membership Dues-Legal Defense	8,325.00	7,000.00	1,325.00	118.9%
Membership Dues-Operating Fund	58,000.00	68,000.00	-10,000.00	85.3%
Total Membership Dues Revenue	66,325.00	75,000.00	-8,675.00	88.4%
Quill Newsletter Revenues	0.00	1,256.45	-1,256.45	0.0%
Total Program Income	66,825.00	77,127.41	-10,302.41	86.6%
Total Income	84,512.14	89,873.47	-5,361.33	94.0%
Gross Profit	84,512.14	89,873.47	-5,361.33	94.0%
Expense				
IIMC Region II- Expenditures				
Misc.	0.00	135.16	-135.16	0.0%
Program	0.00	101.61	-101.61	0.0%
Entertainment	0.00	338.39	-338.39	0.0%
Give-A-Ways	0.00	541.61	-541.61	0.0%
Invited Guests	0.00	250.00	-250.00	0.0%
Speaker(s)	0.00	676.77	-676.77	0.0%
Resorts Guest Food	0.00	625.97	-625.97	0.0%
Resorts Food Charges	500.00	9,399.19	-8,899.19	5.3%
Total IIMC Region II- Expenditures	500.00	12,068.70	-11,568.70	4.1%

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ATTACHMENT B

MUNICIPAL CLERKS ASSOCIATION ACCOUNT BALANCES AS OF January 15, 2016

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE
Scholarship	4284096413	\$16,670.50
Raffle	3453661257	\$1,803.00
Operating	7861948276	\$66,477.32
Total		\$84,950.82

ATTACHMENT C

MUNICIPAL CLERKS ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING – JANUARY 22, 2016
Executive Director Report

1. IIMC Region II -Update
2. Scholarship Tracking and Payments
3. Which officer will be handling 1099's with Auditor?
4. Quill Advertisers – Invoices for 2015