

- C. Steve Weinstein request to come to meeting
- D. IIMC Reception for Vinny in Omaha
- E. Pictures from Photographer (will bring)
- F. Thank you letters to sponsors and sending of programs
- G. Transfer of funds to Raffle and Scholarship Accounts
- H. Code of Ethics
- I. Reimbursement of Tips and Expenses

LEGAL COUNSEL REPORT

7. ADJOURNMENT

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Woodland Park, New Jersey on 6 May 2016. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 10:02 a.m.

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

Also, Present: Joel Popkin, Executive Director; and, Steven P Goodell, Association Counsel.

APPROVAL OF MINUTES

Minutes of 22 January 2016 were not adopted at this time.

REPORTS

TREASURER

Prepared reports were received from Treasurer Galland for Profit/Loss and placed on file. (Attachment A) A prepared report was received from Executive Director Popkin with Account Balances (Attachment B) to date and placed on file. A motion by John Mitch to accept said reports carried. Executive Director Popkin reported that the January 2016 IIMC Region II Conference netted a profit of \$455.83.

Following discussion of historical MCANJ banking procedures it was agreed to amend the process for 2016-2017 and retain Kevin Galland as an authorized depositee while he holds the position of 2nd Vice President, thus enabling him to deposit the 2017 Education Conference registration checks/funds. Mr. Galland also reported that he has been able to make deposits at TD Bank via ATM card rather than wait in line for service.

Treasurer Galland stated that during membership processing he maintained an alphabetical retention of all registration applications. Retention of documentation granted him access to avoid duplication between personal and municipal MCANJ memberships.

MCANJ Membership 2015/2016

Treasurer Galland reported that as of 6 May 2016, MCANJ has 790 members, with a break-down of registered members by category as follows:

MCANJ, INC.
MEMBERSHIP SUMMARY
(REPORTED 05/06/2016)

CATEGORY	TOTAL
Full - Municipal Clerk	473
Affiliate - All Others	34
Honorary Membership (Retired)	54

Full - Clerk of Freeholder Board	2
Associate - Assistant Municipal Clerk	19
Associate - Deputy Municipal Clerk	191
Full - Acting Municipal Clerk	10
Associate - Deputy County Clerk	5
Full - County Clerk	2
<hr/>	
GRAND TOTAL	790

2nd VICE PRESIDENT

2nd Vice President Zawadski reported receipt of 278 conference registrations and 6 cancelations. Discussion ensued on the acceptance of purchase orders vs. full payment by established cut-off date. Education Conference 2016 had 3 non-paying registrations. Two individuals that did not pay did not attend. One individual, who did not pay, did attend. President Kazmark shall forward a letter to the three non-paying individuals in pursuit of payment. MCANJ incurred expenses for meals and services and is seeking reimbursement for said expenditures.

An issue arose when programming input on scanning software did not match education session titles. It is important the individuals programming the scanners are consistent with the education titles within the CEU program.

Following discussion, it was agreed that 1st Vice President Szabo would add a portion to the MCANJ website listing MCANJ retirees available for temporary employment.

2nd Vice President Zawadski reported that she had had conversations with Joanne Kwasniewski, MCANJ Education Committee Chairperson, regarding topics for MCANJ sessions at the NJSLM Fall Conference 2016. It was agreed that MCANJ would not participate in the OPRA sessions scheduled at 2:00 pm on the closing Thursday of the program. Topics for session consideration may be Licensing: Ubers, limos and Taxis, and, Finance: Best Practices. (ATTACHMENT C)

1st VICE PRESIDENT

1st Vice President Szabo reported that she has been investigating alternative sites, in lieu of Atlantic City, for the MCANJ Education Conference 2017. The 2017 Education conference co-chairs will be John Mitch (Woodbridge Township) and Heather Mailander (Ridgewood Village). A membership survey will be distributed inquiring into location change, overnight accommodation and program revision at said conference. Discussion ensued on costs and sites. It was agreed to forward the survey to MCANJ membership. (ATTACHMENT D)

BYLAWS

It was agreed that suggestive Bylaw amendments would be addressed in track changes among the Executive Board members. (ATTACHMENT E)

DLSG LETTER

1st Vice President Szabo reported that a letter had been forwarded to DLGS Director Tom Cunningham regarding NJ State Records Committee. No response has been received to date.

PRESIDENT

MCANJ ELECTION – 25 APRIL 2016

The MCANJ Secretary Vote was recorded as 81 – Eileen Gore and 61 – Kim Marie White. President Kazmark reported that the election process flowed well under the direction of Vinny Buttiglieri and the assistance of Atlantic County Board of Elections.

IIMC EVENT, OMAHA, NEBRASKA

It was announced that MCANJ would be hosting a dessert reception for IIMC Region II members upon the swearing in of Vincent Buttiglieri, Municipal Clerk of Ocean Township, New Jersey, as IIMC President 2016-2017. Executive Director Popkin reported receipt of donations toward this event at an estimated cost of \$2,883.00. A motion by John Mitch to establish these funds within the MCANJ budget under an IIMC line item to assist Mr. Buttiglieri thru his year as President carried. The Executive Board members were reminded that all MCANJ President related expenses (registration, lodging, travel, hospitality, NJ Delegate dinner, etc.) while attending the IIMC Conference and Region II meeting are covered within the MCANJ budget.

LEGISLATION REGARDING HOLDING FULL-TIME and PART-TIME MUNICIPAL EMPLOYMENT

President Kazmark reported on new legislation regarding full-time and part-time municipal employment.

E-MAIL FROM NJSLOM REGARDING ASBURY PARK PUBLIC QUESTIONS

President Kazmark reported that he had received this information from Lori Buckelew, NJSLOM, and to make Municipal Clerks aware of the current public sentiment.

E-MAIL FROM NJSLOM REGARDING OPRA REQUESTS RELATIVE TO RAPE KITS

President Kazmark reported that he had received this information from Lori Buckelew, NJSLOM, and to make Municipal Clerks aware of media and public inquiries. It was suggested that Ms. Buckelew include Legal Counsel Goodell on future notices.

TWO NEW JERSEY HERALD ARTICLES CONCERNING TAX APPEAL PETITIONS

President Kazmark advised of a petition filed against the Green Township, Sussex County, Tax Assessor and Township Attorney by a citizen activist to raise the property taxes on their private residence. The paragraph of concern from the citizen activist was advising the private citizen not to seek revenge. Instead, do a little research to see if they're paying their fair share of property taxes and if they're not, help them out.

SHARON YOUNG, MUNICIPAL CLERK OF THE YEAR

The following Thank you card was received from Sharon Young; "Just a note to say Thank you and to express my appreciation for your support in recognizing me as Municipal Clerk of the Year. It is an honor and very humbling. I have been placed in a league with some very impressive Municipal Clerks. The Executive Board works tirelessly to consistently raise the bar of education and professionalism for the position of Municipal Clerk. I am so proud to be part of the organization. I wanted to convey my gratitude and wish each of you much success in the upcoming year. Also a special thanks for Denise for her patience in making the arrangements with my family to get me to the conference (them too!!).

EXECUTIVE DIRECTOR

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

PURCHASE OF LAPTOP

Review on the age and capabilities of the MCANJ laptop concluded with the agreement to purchase a replacement unit more near the date of the 2017 MCANJ Education Conference.

STEVE WEINSTEIN REQUEST TO COME TO MEETING

Executive Director Popkin relayed a request from Steve Weinstein, Auditor, to attend the MCANJ Transition Meeting.

IIMC RECEPTION FOR VINNY IN OMAHA

President Kazmark is in possession of the 500 "VINNY" pins for distribution at the 2016 IIMC Conference to be held in Omaha, Nebraska 22-15 May 2016. It was agreed that a new design will be agreed upon for the MCANJ 2017 pin.

PICTURES FROM PHOTOGRAPHER

MCANJ Education Conference photographs have been received and are posted on Google Docs.

THANK YOU LETTERS TO SPONSORS AND SENDING OF PROGRAMS

Executive Director Popkin informed everyone that he would distribute Thank you letters to MCANJ 2016 Education conference Sponsors and include a copy of the program exhibiting their advertisement. He advised that the anticipated \$6,000.00 check from Verizon had not been received to date.

TRANSFER OF FUNDS TO RAFFLE AND SCHOLARSHIP ACCOUNTS

Executive Director Popkin reported that \$2,800 in funds would be transferred from the scholarship to operating line item for award of the scholarship attendees.

Patty Hunt, Moorestown Township, Burlington County, had submitted the Report of Raffles Operations and it had been posted on Google docs.

CODE OF ETHICS

Executive Director Popkin reviewed various State Municipal Clerk Association Code of Ethics as well as IIMC and questioned if MCANJ would address a Code of Ethics as an organization or for the individual. Continued investigation was agreed upon by all.

ATLANTIC CITY ELECTIONS

Executive Director Popkin stated that he would forward a thank you letter from the Atlantic County Board of Elections and noted that MCANJ covered the charge of \$560.00 for the use of three machines for the MCANJ Secretary election.

REIMBURSEMENT OF TIPS AND EXPENSES

Following discussion, a motion by 1st Vice President Szabo to authorization the reimbursement of Executive Director Popkin for tips and expenses incurred at the MCANJ 2016 Education Conference carried.

A motion by John Mitch authorizing the reimbursement of IIMC registration (\$387.00) for Executive Director Popkin to attend the IIMC conference in Omaha, Nebraska, carried.

A motion by 1st Vice President Szabo supporting the reimbursement of quarterly reports submitted by Executive Director Popkin carried.

LEGAL CONSULTANT

Legal Counsel Steve Goodell requested that he be kept informed of MCANJ information and needs of the Association. Executive Director Popkin advised Legal Counsel Goodell to acquaint himself with the LDF program. Discussion followed on the deductible, disbursement of funds, consideration of restricting hourly rate for retained legal counsel, cap of funds, tenure vs. non-tenure, etc. Legal Counsel Goodell stated that he would investigate and report back at the next MCANJ Executive Board meeting.

TRANSITION MEETING

It was announced that 1st Vice President Szabo, Treasurer Galland and Executive Director Popkin would prepare a new budget for introduction at the transition meeting.

ADJOURNMENT

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

Meeting adjourned at 11:59 p.m.

Diane M Pflugfelder RMC/MMC
Secretary MCANJ
Minutes Approved 17 June 2016

ATTACHMENT A

11:24 AM
05/03/16
Accrual Basis

**MCANJ
Profit & Loss Budget vs. Actual - EB+AB Report
July 2015 through April 2016**

	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
IIMC Region II				
Miscellaneous	1,200.00			
Paid Attendees	21,735.00	16,500.00	5,235.00	131.7%
Paid Guests	0.00	625.00	-625.00	0.0%
Room Credit From Resorts	0.00	200.00	-200.00	0.0%
Sponsors	2,084.80	600.00	1,484.80	347.5%
50/50	200.00	150.00	50.00	133.3%
Total IIMC Region II	25,219.80	18,075.00	7,144.80	139.5%
Uncategorized Income	200.00	0.00	200.00	100.0%
Investment Income				
Interest Income				
Interest Inc-Legal Defense Fund	590.76	416.67	174.09	141.8%
Interest Income-Operating Fund	731.10	416.67	314.43	175.5%
Total Interest Income	1,321.86	833.34	488.52	158.6%
Total Investment Income	1,321.86	833.34	488.52	158.6%
Other Types of Income				
Fund Raiser Revenues	3,171.15	3,200.00	-28.85	99.1%
Raffle Proceeds	767.00	3,000.00	-2,233.00	25.6%
Scholarship Grant Revenue	2,358.00	0.00	2,358.00	100.0%
Total Other Types of Income	6,296.15	6,200.00	96.15	101.6%
Program Income				
Conference Fees Revenue				
Annual Conference 2016 Revenue				
Sponsors	8,450.00	5,000.00	3,450.00	169.0%
Vendors	12,409.00	10,000.00	2,409.00	124.1%
Registration Fees	72,025.00	75,000.00	-2,975.00	96.0%
Total Annual Conference 2016 Revenue	92,884.00	90,000.00	2,884.00	103.2%
Total Conference Fees Revenue	92,884.00	90,000.00	2,884.00	103.2%
Membership Dues Revenue				
Membership Dues-Legal Defense	8,550.00	7,000.00	1,550.00	122.1%
Membership Dues-Operating Fund	64,545.00	68,000.00	-3,455.00	94.9%
Total Membership Dues Revenue	73,095.00	75,000.00	-1,905.00	97.5%
Quill Newsletter Revenue	1,650.00	2,075.00	-425.00	79.5%
Total Program Income	167,629.00	167,075.00	554.00	100.3%
Total Income	200,666.81	192,183.34	8,483.47	104.4%
Gross Profit	200,666.81	192,183.34	8,483.47	104.4%

**ATTACHMENT B
MUNICIPAL CLERKS ASSOCIATION ACCOUNT BALANCES AS OF 4 May 2016**

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE
Scholarship	4284096413	\$16,228.50
Raffle	3453661257	\$2,530.00
Operating	7861948276	\$112,833.24
Total		\$131,591.74

ATTACHMENT C

MCANJ EXECUTIVE BOARD MEETING

MAY 6, 2016

2ND Vice-President, Dina Zawadski Reports:

- 278 Conference Registration
- Cancellations total of 6
- Conference went very well. Suggestions for next year:
 1. Get specific title for Sessions
 2. Payment Due by and Late Fee due by
 3. After a certain date No Amendments can be made to registration

I had the opportunity to speak with some of the Clerk's by phone or via email and would like to thank them for their cooperation with the online registrations. Some we had to guide using the online system but were able to register them online. The system is user friendly and able to handle our registrations productively.

I would like to thank all the Conference Committee and the Executive Board for all their effort in coordinating this conference. Special thanks go out to our volunteers especially our retirees Jane Williams Warren, Joe Favaro, Tina Fiorellino and Betty Mastropasqua. We thank our scanners and moderators.

Had a suggestion from a Clerk to post retired clerks names and information for possible temporary help on our website. For example if a Clerk of Town A knows they will need temporary help for 6 months, they may go to our website to reach out to one of our retired clerks for temporary help.

Congrats goes out to Judith Allen on birth of her grand-daughter Juliette
Get well wishes goes out to Jean Pelligra and Joan Moreland's husband.

Forwarded information to Chair of the Education Committee Joanne Kwasniewski for NJLOM Conference in Nov. 15, 16, and 17. Need topics by end of June.

ATTACHMENT D

Proposed Membership Survey Regarding 2017 Conference

	Yes	No
Would you support holding the Annual MCANJ Education Conference in a more central location, if the overall conference cost was similar to the 2016 Conference?	<input type="checkbox"/>	<input type="checkbox"/>
Would you support a conference that offered a full 2 CEUs in each required discipline in a condensed time frame (changing from Sunday thru Wednesday to Monday through Wednesday)?	<input type="checkbox"/>	<input type="checkbox"/>
If the conference is held in the Long Branch area, would you book a room at the conference facility rather than commuting back and forth each day?	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E (following page)

BY-LAWS CONTENTS

- | | |
|---|-------------------------|
| 1. Organization | 7. Deductible Amount |
| 2. Method and Terms of Appointment | 8. Member's Counsel |
| 3. Responsibilities | 9. Confidentiality |
| 4. Eligibility for Financial Assistance | 10. Revenue and Finance |
| 5. Request for Financial Assistance | 11. Amendments |
| 6. Legal Expenses | 12. Effective Date |

STATEMENT OF POSITION

The determination of the legal defense fund in granting or denying a member's application for legal assistance shall in no way be construed as agreement or disagreement with the underlying issues which are the basis of the controversy between the member and the member's adverse party. Payment by the legal defense fund shall in no way be construed as an endorsement of the member's position, and conversely denial of a member's request for financial assistance shall not be construed as a disagreement with the member's position

1. Organization

There shall be a standing committee of the Municipal Clerks' Association of New Jersey, Inc. (hereinafter referred to as the MCANJ) known as the Legal Defense Committee (hereinafter referred to as the Committee) to oversee the Legal Defense Fund (hereinafter LDF).

2. Method and Terms of Appointment

- A. The Committee shall be appointed by the MCANJ President with the approval of the Executive Board.
- B. The Committee shall consist of three (3) regular voting members from each of the three zones, if practicable, (North, Central and South), serving for three (3) year staggered terms; and one (1) alternate voting member, serving for a one (1) year term. All members shall be tenured Municipal Clerks and active members of the Legal Defense Fund.
- C. The MCANJ President shall designate one (1) of the regular members to serve as Chairperson who will serve for a three (3) year term in this capacity; and one (1) of the regular members to serve as Vice Chairperson who will serve for a one (1) year term in this capacity.
- D. The MCANJ Executive Director shall serve as non-voting member, serving as Treasurer.