

**The Municipal Clerks' Association of New Jersey  
Executive Board Closed Session Meeting Minutes  
Friday, 3/23/2018 @ 10:00 AM**

*Deptford Township Municipal Building, 1011 Cooper Street, Deptford, NJ 08096*

Attendance: President Dina Zawadski, 1<sup>st</sup> Vice President Kevin Galland, 2<sup>nd</sup> Vice President Diane Pflugfelder, Treasurer Eileen Gore, Secretary Kim-Marie White and Past President Denise Szabo.

- a. Future Conference Committee Meetings (when, where and who attends) and Communication protocols.

A discussion took place that all conference committee members including executive board members who serve on that committee should be present at the education conference meetings. They were excluded from the February meeting.

A discussion took place that the entire executive board is not being copied on all correspondence including emails/documents and they should be going into google drive so everyone can view them.

All voted in the affirmative.

- b. Clerk of the Year

Mr. Popkin left the room.

President Zawadski said they have received nominations for Clerk of the Year. She asked if anyone had other nominations they would like to consider. A discussion ensued regarding the criteria for Clerk of the Year.

There was a motion made by SZABO and seconded by GORE that Drew Pavlica be awarded Clerk of the Year.

All voted in the affirmative.

There was a motion made by SZABO and seconded by WHITE to adjourn the executive session and move into the Advisory Board Meeting.

Respectfully Submitted,

Kim-Marie White, Secretary

Minutes Approved June 15, 2018