

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

EXECUTIVE BOARD MEETING MINUTES

FRIDAY, JANUARY 24, 2014

WOODBIDGE TOWNSHIP MUNICIPAL BUILDING

WOODBIDGE, NJ

1. CALL TO ORDER

President John Mitch called the meeting to order at 10:11 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.

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 (via conference call)

Executive Director, Joel Popkin (via conference call)

4. APPROVAL OF MINUTES

Upon motion made by 2nd Vice President, Denise Szabo, seconded by 1st Vice President Keith Kazmark, and unanimously passed on voice vote, the minutes of the December 11, 2013 Transition Meeting were approved.

5. TREASURER'S REPORT - DINA ZAWADSKI

Treasurer Zawadski reported that as of January 22, 2014, there are 564 Clerks registered with the Association; that the registration system is working well; and thanked 2nd Vice President Denise Szabo for all of the provided support and guidance.

6. REPORT OF OFFICERS

a. SECRETARY - KEVIN GALLAND

Secretary Galland reported that all of the condolence cards were sent as requested.

b. TREASURER - DINA ZAWADSKI

Treasurer Zawadski reported:

- i. Account Balances as of January 22, 2014
Checking/Savings - \$26,597.54
Scholarship Funds - \$12,352.50

Raffles - \$2,705.50
Certificate of Deposit - \$104,233.11
AC in 2013 - \$0.00
Total in all Accounts - \$145,888.65

Upon motion made by 1st Vice President, Keith Kazmark, seconded by 2nd Vice President Denise Szabo, and unanimously passed on voice vote, the Treasurer's Report was accepted.

ii. Itemized Categories Report

The financial reports are being transitioned over to Quick Books and will include two reports: Budget vs. Actual; and Profit/Loss going forward.

iii. Budget Update

2014 Education Conference: Report of Income - \$13,100.00; and Report of Expenses - \$8,425.52.

iv. Reimbursements

It was requested that all Executive Board Members use the Association's credit card for Association related expenses as no cash reimbursement will be made for such expenditures.

Going forward, it was agreed that credit card statements be sent to the Treasurer for payment.

c. SECOND VICE PRESIDENT – DENISE SZABO

2nd Vice President Szabo reported that the Association is in the process of changing over the financial accounts and records and that the Association's Auditor has recommended changes in account titles.

d. FIRST VICE PRESIDENT – KEITH KAZMARK

- i. 1st Vice President Kazmark reported on his committee to review the timing of MCANJ Annual Meeting.

The committee consists of: Chair, MCANJ 1st V.P. Keith Kazmark, Patricia Frontino (representing south), Amy Antonides (representing central), Joanne Kwasniewski (representing north) and Joel Popkin (Executive Director).

A conference call meeting was held to discuss moving the Annual Meeting from November to the Spring Conference in the March time frame. Executive Director Popkin created a list of pros and cons, which was thoroughly vetted at that meeting. 1st Vice President Kazmark reviewed the list with the Executive Board.

The committee's tentative recommendation is to introduce the concept of moving the Annual Meeting to the Spring Conference, which would require a change in by-laws, at this year's conference. In order to provide sufficient time for the members to consider this change, a Special "By-Laws Change Meeting" would be held sometime in early May, centrally located within the State. This Special meeting would afford the membership the opportunity to vote on moving the timing of the Annual Meeting and would also provide CEUs for the attendees. Immediate Past President Saffos and Executive Director Popkin recommended that there be no charge to the members to attend this Special meeting; and that light lunch and CEUs be provided. 1st Vice President Kazmark recommended that the CEUs could possibly be on the subject of Records Retention.

If the Annual Meeting is moved to the Spring Conference, that change would be effective for 2015. As a result, the 2014 Annual Meeting normally held in conjunction with the NJLM Annual Conference would be cancelled, the NJLM would need to be notified and the current Executive Board would serve in their current capacities until June 30, 2015.

ii. MCANJ On-Line Poll – NJLM Conference Attendance

1st Vice President Kazmark reviewed the results of the on-line poll conducted to determine the number of Municipal Clerks who: (1) attended the NJLM convention and attended the Annual Meeting (73 votes – 41%); (2) attended the convention, but did not attend the Annual Meeting (55 votes – 31%); (3) only attended the Annual Meeting (7 votes -4%); or (4) did not attend either (43 votes – 24%). Total 178 votes.

1st Vice President Kazmark suggested that a second poll be conducted to determine the membership's sentiment on changing the Annual Meeting to the Spring Conference.

iii. President Mitch suggested that we consider moving the Spring Conference to April now that most Board of Education Elections are being held in November and that April should provide better traveling weather.

e. PRESIDENT JOHN MITCH

i. Membership Brochure

President Mitch distributed a copy of the New Jersey Municipal Management Association's Membership Brochure and solicited comments on whether our Association should consider creating and distributing a similar document for current and potential membership. Discussion followed with a final decision deferred.

ii. Scholarship Policy

President Mitch confirmed that we now have a change in policy that absent an application from a tenured Clerk, a non-tenured Clerk can receive a scholarship. Immediate Past President Saffos will update the Policy Manual.

iii. GovNetNJ.com Subscription

President Mitch advised the Board that the subscription is up for renewal and that the cost is \$1,000.00. There is one log-in – one password associated with this subscription. From the log-in there appears to be limited use of this resource. Immediate Past President Saffos stated that this subscription is heavily used and appreciated by the Legislative Committee and that that committee supports renewing the subscription. After discussion, President Mitch stated that he would reach out to Harold Wiener to document the benefits of the subscription.

iv. Municipal Clerk Spotlight

President Mitch reconfirmed the establishment of this program by confirming that \$600.00 was placed in the 2014 budget; that two \$25.00 gift cards would be awarded to Clerks recognizing their special on the job, or off the job, efforts; that he would standardize the program; and create a Recommendation Form to be used for the program.

v. 1099's for Committee Chairs

For 2013, Executive Board Members who qualify under IRS rules to receive a 1099, will do so. For 2014, Executive Board Members and Committee Members who qualify under IRS rules to receive a 1099, will do so.

vi. Notification to Advisory Board Members with 2014 Meeting Dates

Distributed to Board Members.

vii. Notification to County Presidents to Participate in Advisory Board Meetings

Distributed to County Presidents

viii. Notification to 2012 and 2013 Scholarship Winners made by Karen Hughes

Notification to the 2012 winners has been accomplished. It was agreed that 2nd Vice President Szabo would provide email addresses for the 2013 winners to Secretary Galland and he would in turn remind the 2013 winners of their success and need to register for the conference.

ix. Region II Conference (January 15-17, 2014) Report

President Mitch stated that he attended the conference; that it was well attended by some 69 Clerks; compliments received on the IIMC Conference held in Atlantic City; and that Mr. Vincent Buttiglieri, Candidate for IIMC Vice President and Mr. Andrew Pavlica, Candidate for IIMC Region 2 Director attended and spoke at the conference. Further, neither candidate is being challenged for their position.

x. Region II Director Expenses

President Mitch solicited input as to whether or not the Board would consider reimbursing expenses for the IIMC President and/or Vice President if said officers were New Jersey Clerks. Discussion on the matter included whether or not the Association's by-laws permitted such action and IIMC's policy regarding the reimbursement of expenses for its officers. Upon conclusion of the discussion, it was determined that this Board needs further information regarding IIMC's reimbursement policy. President Mitch stated that he would secure the information and bring the issue back to the Board at the next meeting.

xi. Center For Government Services – Instructor Hiring Practices

President Mitch distributed a document from Rutgers University entitled "Instructor Requirements", dated January 1, 2014. Immediate Past President Saffos is working on updating same with Rutgers.

xii. Standard Operating Practices

President Mitch requested that all Executive Board Members review the SOP to have an understanding of each officer's responsibilities to the Association.

xiii. Magnets

President Mitch solicited interest in purchasing "refrigerator magnets", which have been purchased in the past, and would provide our membership with key contact names and telephone numbers. No interest was expressed.

f. IMMEDIATE PAST PRESIDENT REPORT – NANCY SAFFOS

i. NJLM Seminars for Newly Elected Officials

Secretary Galland stated that he represented the Association at the seminar on Saturday January 11, 2014. The seminar was well attended and the participants were attentive and asked numerous questions.

Treasurer Zawadski will be representing the Association at the same seminar scheduled for Saturday January 25, 2014 in Eatontown.

ii. CBS News Appearance

Immediate Past President Saffos is very appreciative for her "17 seconds of fame"; the response to the appearance has been very positive; and has received congratulatory comments for Clerks outside New Jersey.

g. EXECUTIVE DIRECTOR –JOEL POPKIN

i. Legal Defense Fund

Financial Report – Executive Director Popkin reported that the Account Balance as of January 24, 2014 for the Legal Defense Fund totals \$120,257.10, (Certificate of Deposit \$86,819.03 and Money Market Checking Account \$33,438.07).

Membership Applications – The Director reported that current year applications will be available on –line in approximately two weeks.

ii. League of Municipalities Issues - the Director reported that:

- 2013 Voting Machine Invoice – none received to date.
- Voting Machine Printing Invoice – invoice in the amount of \$250.00 sent to Treasurer Zawadski. Treasurer stated that as of this date she has not received same.
- 2014 Annual Meeting Hotel Reservations – none made, will wait for voting results from the Special May By-Laws Change meeting.
- April Meeting for NJLM Participation – reminded the President and 1st Vice President of this meeting and their need to attend.

iii. Budget Amendment for Executive Director – discussion on salary, stipends and reimbursement of expenses. No changes made.

iv. Capital One-Rewards- reported that 60,000 points were redeemed to secure air fare to IIMC conference for President Mitch. Approximately 27,000 points remain in the account.

v. End of Year Financials – all financial information was sent to the Auditor for his preparation of financials.

- vi. Quill Advertiser Payments – letters were sent out in December, followed up with calls to secure payment from advertisers.
- vii. Special Meeting- will secure location and other logistics for this meeting.

7. OTHER BUSINESS – UPDATES

- i. MCANJ President or representative on Government Records Council – a new legislative session has begun and the proposed legislation needs to be re-introduced. Legislative sponsors are being contacted.
- ii. OPRA/OPMA – nothing new to report.
- iii. Shared Services – nothing new to report.
- iv. RMC Pins – pins will be supplied, and paid for, by the Association.
- v. Allocate % of expenses to LDF (i.e., legal, Executive Director, etc.) – accomplished.
- vi. Professional Contracts – will be prepared by Treasurer Zawadski.

8. UPCOMING DATES:

- i. 2014 RMC Certification Exams administered by DLGS set for April 22, 2014 and October 15, 2014.
- ii. MCANJ Executive Board Meeting March 14, 2014 (Woodbridge) followed immediately by 2014 Education Conference Committee meeting.
- iii. MCANJ Annual Education Conference March 24 – 27, 2014 (Atlantic City).

9. OTHER

At this time Immediate Past President, Nancy Saffos and Executive Director, Joel Popkin disconnected the conference call.

2nd Vice President Denise Szabo provided a live on-line demonstration of the Association's website; membership and Spring Conference registration; along with on-line banking with TD Bank. Ms. Szabo also provided an overview of the "Drop Box" for the benefit of Secretary Galland.

10. ADJOURNMENT

Motion made by 1st Vice President Kazmark, seconded by 2nd Vice President Szabo and unanimously passed by voice vote at 12:35 PM.

Respectfully submitted by:



Kevin Galland, NCAMJ Secretary