



## **MONTHLY MEETING MINUTES**

Meeting Date: 05/17/12

Location: Rutgers Club – New Brunswick, NJ



**Regular Meeting:** May 17, 2012  
**Time:** 10:00 a.m.  
**Location:** Rutgers Club  
New Brunswick, NJ

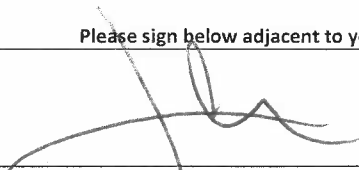
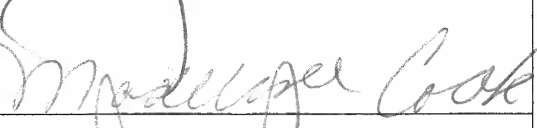
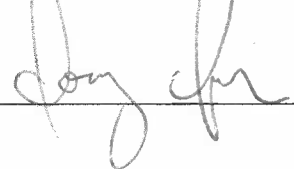
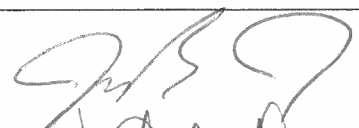



1. Call to Order (sign-in).
2. Approval of Previous Meeting Minutes
3. Reports:
  - Madeline Cook, Senior Vice President
  - Douglas Dzema, Treasurer
  - Sandi Niemiec, Recording Secretary
  - Kay Nest, Corresponding Secretary
  - E. Dorothy Carty-Daniels, Vice President, Commissioners
  - Lillian Cuifo, Vice President, Community Development
  - Joseph Billy, Vice President, Professional Development
  - Victor Cirilo, Vice President, Housing
  - Louis Ricco, Vice President, Legislation
  - Gary Centenaro, Vice President, Member Services
  - Bill Snyder, Service Officer
4. Approval of Bills.
5. Old Business.
6. New Business.
7. Adjournment.

## Monthly Meeting Sign In Sheet

05/17/2012 – Rutger's Club – New Brunswick, NJ

### OFFICERS

Please sign below adjacent to your name

John Clarke	President	
Madeline Cook	Senior Vice President	
Douglas Dzema	Treasurer	
Sandi Niemiec *	Recording Secretary	
Kay Nest *	Corresponding Secretary	
E. Dorothy Carty * Daniel	V.P. – Commissioners	
Lillian Cuifo *	V.P. – Community Development	
Joseph Billy	V.P. – Professional Development	
Victor Cirilo	V.P. – Housing	
Louis Riccio	V.P. – Legislation	
Gary Centenaro	V.P. – Member Services	



# Monthly Meeting Sign In Sheet

05/17/2012 – Rutger's Club – New Brunswick, NJ

## TRUSTEES

Please sign below adjacent to your name

Eric Chubenko	
Janice DeJohn	<i>Janice DeJohn</i>
Grace Dekker	
Robert DiVincent	
Samuel Hudman	<i>SH</i>
Richard Keefe	
Melissa Kuzma	<i>MK</i>
Maria Marquez	<i>Maria Marquez</i>
Sherry Sims	<i>Sherry Sims</i>
Jack Warren	
Kimberly Woodhull	

## IMMEDIATE PAST PRESIDENT

Please sign below adjacent to your name

John Mahon	
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## MONTHLY MEETING MINUTES – 05-17-12

John Clarke – Welcomed everyone.

Review of Excused Absences:

Lillian Ciufu  
Kim Woodhull  
Sandi Niemiec  
Eric Chubenko  
Kay Nest  
Dorothy Carty-Daniel  
Grace Dekker

John Clarke – Introduced and welcomed Mellisa Kuzma. Attendees introduced themselves around the table.

### **MOTION: Approval of previous meeting minutes**

Moved – Gary Centinaro

2<sup>nd</sup> – Madeline Cook

All in favor.

No one opposed.

### **REPORTS:**

Bill Snyder – Service Officer: (departing early – providing report 1<sup>st</sup>)

- Training session – went well.
- Email requesting story and picture (in .jpg format).
  - o John Clarke – any community event; not just redevelopment work and asked that people to share their photos and event schedules.
  - o Lou Riccio – designers indicated they would like to see pictures of “people”, not just buildings.
- Booth – refurbish including flat screen monitor in addition to pictures.
  - o What other events to use booth at.
- Revised membership list – questions regarding whether all individuals on list pay dues/how updated it is.
- General Membership Meeting discussion on when/whom invite.

Madeline Cook – Senior Vice President:

- Attended NJ NAHRO Workshop.
- Attended meeting as a new member of committee that is reviewing curriculum Commissioners and Executive Directors
  - o Possible online course putting out RFP’s for training.

- John Clarke – reminder of time frame requirement for certification as well as proper individuals to submit waivers to.

Doug Dzema – Treasurer

- Review of budget revision figures. Opened floor for questions/comments.
  - Joseph Billy – Are we going to be able meet budget?
  - Doug Dzema – reviewed financials further.

**MOTION: To accept budget revision**

Moved – Sherry Sims

2<sup>nd</sup> – Madeline Cook

All in favor

No one opposed

- Review / discussion of bill list.
  - Discussed tax billing / NJ NAHRO tax exemption and payment methods.
  - Travel policy – discussed adding internal policy.

**MOTION: Approval on monthly bills**

Moved – Lou Riccio

2<sup>nd</sup> – Joseph Billy

All in favor

No opposed

Joe Billy – Professional Development

- Discussed training session on 05/11. Everything worked out well.
- Possible training sessions coming up.

Victor Cirilo – Housing

- Noted the published proposed rules on physical needs assessments and energy audits.
- Discussed calls from field office regarding Section 8 utilization rates.
  - John Clarke – EIV/PIC utilization training?
  - Sherry Sims – discussed details of meeting.

Lou Riccio – Legislation

- Discussed possible future legislative changes in policy and personnel.
- Discussed new portability proposal.
- Discussed review of another budget /current budget scenarios.
- Discussed state level deadline (07/17) for commitment of funds.
  - State can recapture funds – including not just specific year.
  - Discussed pending bills regarding the above and possible resulting implications.
  - Discussion regarding definition of “commitment” of funds.

Gary Centinaro – Member Services

- Discussed entering associates in – any problems email him; he will discuss with IT rep at conference.

**OLD BUSINESS:**

John Clarke- Discussed audit approval and that he would be moving forward with the contract and audit for FY 2011.

Insurance – rec'd quote – just under \$1,500.00 per year. One year contract covering 3 areas liability, Directors and Officers, and professional liability.

Discussed booth – send pictures and also videos.

- Registered for League - \$700.00 chosen – location determined by center.
  - o Set up and breakdown of booth
  - o How much to spend, ie pens, mugs, etc.

#### NEW BUSINESS:

Maria Maio – discussed membership/dues/voting rights and that membership has not been determined.

Discussed memberships and voting on bylaws and scenarios if board does not get clear answers on membership.

Discussed location and time of general membership meeting.

- Possibly at meeting in Smithville at the end of June.

Maria Maio – questioned whether comments/suggestions on by-laws are considered.

- Discussion of possible “special” meeting of board to do so would be necessary.

John Clarke - Appreciates board patience with bylaw process.

- Reiterated that properly getting new bylaws in place to establish framework of operation of board going forward is a top priority.
- Final call for any New/Old Business.
- Thanked everyone for attending.

Meeting Ended (11:00 am)