

# MUNICIPAL CLERKS' ASSOCIATION OF ATLANTIC COUNTY

## 2024 Fall Mini Conference

**Date:** Wednesday, November 13, 2024  
**Time:** Registration & Welcome from 8:00 a.m. to 8:30 a.m.  
**Place:** Five Points Inn  
580 Tuckahoe Road, Vineland (Buena Vista Twp.), New Jersey 08360  
**Fee:** No Charge for Atlantic County Clerk's Association Members (includes light breakfast and lunch)  
\$45/Non-Members (includes light breakfast and lunch)

**NOTE:** In order to keep interruptions to a minimum it is intended that everyone attend all sessions. Instructors will allow for questions and answers at the end of each class, followed by a short break before the next session begins.

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| 8:00 a.m. - 8:30 a.m.   | Registration & Welcome (Light Breakfast)  |
| 8:30 a.m. - 10:15 a.m.  | ESSENTIALS OF CYBER SECURITY – Statewide Joint Insurance Fund<br><u>2 CEU's:</u> RMC, CMFO/CCFO, CTC, CPWM, QPA (Information Technology)  |
| 10:15 a.m. - 11:30 a.m. | EMPLOYMENT PRACTICES LIABILITY (Harassment/Discrimination) Statewide Joint Insurance Fund<br><u>1.5 CEU's:</u> RMC, CMFO/CCFO, CTC, CPWM, QPA (Ethics)  |
| 11:30 p.m. - 12:15 p.m. | LUNCH   |
| 12:15 p.m. - 1:45 p.m.  | MUNICIPAL LAND USE & OFFICE RESPONSIBILITIES – Lisa A. Tilton, RMC & Dominic DiYanni, Esq. of Bernstein & Associates<br><u>1.5 CEU's:</u> RMC (Prof Dev), CMFO/CCFO (Accounting), CTC (Reporting), CPWM (Tech), QPA (Office Ad) CTA (Admin) |
| 1:45 p.m. - 3:00 p.m.   | THE NEW OPRA UPGRADE – Lisa A. Tilton, RMC & Dominic DiYanni, Esq. of Bernstein & Associates<br><u>1.5 CEU's:</u> RMC (Records), CMFO/CCFO (Office Man), CTC (Gen), CPWM (Govern), QPA (Office Ad) CTA (Admin)                              |

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### REGISTRATION FORM (PLEASE PRINT)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Municipality:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Voucher/P.O. #:** \_\_\_\_\_

Email Registration and PO to Reserve your Spot to [ltilton@buenavistanj.com](mailto:ltilton@buenavistanj.com)

**Deadline to Register is November 1, 2024**

Make Checks Payable to "Atlantic County Municipal Clerks Association"

**Mail Registration & Payment to:**  
Buena Vista Township Clerks Office  
890 Harding Highway  
Buena, NJ 08310  
Phone: 856-697-2100/Fax: 856-697-8651  
E-mail: [ltilton@buenavistanj.com](mailto:ltilton@buenavistanj.com)

**CLAIMANT'S CERTIFICATION AND DECLARATION:**  
I do solemnly declare and certify under penalty of law that the within bill is correct in all its particulars, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one. This form has been approved by the Local Finance Board as an approved voucher form. Attach to your voucher as signature of claimant.

*Lisa A. Tilton*, President, Atlantic County Municipal  
Clerks Association