

**NEW MEXICO MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION  
ANNUAL SPRING MEETING  
April 19-21, 2017  
Hotel Encanto de Las Cruces**

***– PRELIMINARY PROGRAM –***

**TUESDAY, APRIL 18**

5:30 – 6:30 pm **NMMCFOA BOARD MEETING**

**WEDNESDAY, APRIL 19**

10:00 a.m. – 5:00 p.m. **REGISTRATION**

1:15 – 5:00 pm **AFTERNOON GENERAL SESSION**

1:15 – 1:30 pm **Welcome & Opening Remarks**

*Presiding:* Jini Turri, MMC, President  
Clerks & Finance Officers Association (CFOA)  
Administrator/Clerk-Treasurer – Village of Cloudcroft

1:30 – 3:30 pm **HOW TECHNOLOGY AFFECTS INSPECTION OF PUBLIC RECORDS ACT (IPRA) REQUESTS**

- Overview of IPRA
- Managing Electronic Records (emails, text messages, and electronic archives)
- Managing Social Media Records/Developing a Social Media Policy
- Keeping up with Law Enforcement Technology (911 calls, lapel camera video, surveillance video, etc.)
- What do you do when you're reported to AG's Office?

*Speakers:* Randy Van Vleck, General Counsel – NM Municipal League  
Steve Ruger, Clerk – City of Rio Rancho

3:30 – 3:45 pm ***BREAK & NETWORKING IN THE EXHIBIT AREA***

*Break Sponsored By:* **TBD**

3:45 – 5:00 pm **ETHICS & TRANSPARENCY**

- Overview of the Governmental Conduct Act
- Overview of Rio Rancho's Code of Conduct Act

*Speakers:* Randy Van Vleck, General Counsel – NM Municipal League  
Steve Ruger, Clerk – City of Rio Rancho

5:15 – 7:00 p.m. **WELCOME RECEPTION**

***– EVENING FREE –***

## **THURSDAY, APRIL 20**

7:00 – 7:45 am

**OPTIONAL SESSION – PREPARING FOR YOUR CMC & MMC APPLICATION...** This session will assist you in reviewing & filling out your application toward CMC or MMC and is recommended for 2<sup>nd</sup> & 3<sup>rd</sup> year Certification Institute participants and for Clerks applying for their entry level of the Master Municipal Clerk Academy.

*Facilitators:* Terry Cordova, CMC, Clerk – Village of Angel Fire  
Irma Devine, MMC, Clerk – Village of Ruidoso  
Ann Mackie, MMC, Clerk – Town of Silver City  
Georgiana Rael, CMC, Clerk/Administrator –  
Town of Red River

7:30 – 8:00 am

***CONTINENTAL BREAKFAST WITH EXHIBITORS***

8:00 am – 12:00 pm

**MORNING GENERAL SESSION**

*Presiding:* Ida Fierro, MMC, CFOA President-Elect  
Clerk/Administrator – Town of Bernalillo

8:00 – 10:30 am

**MUNICIPAL CLERK 201 -- REFINING THE CLERK'S SKILLS**

- Quick review of Clerk's 101
- Minutes – Effective & Ineffective Practices
- Building and Preparing Proclamations
- Updates to the Election Code
- The importance of your emails
- Using your IIMC Resources
- Policies & Procedures (Building Procedure Manuals, Finance & Cash Handling Policies, Rules of Procedures for your Meetings)

*Speakers:* Renee Cantin, CMC, Clerk-Treasurer – City of T or C  
Gayle Jones, MMC, Clerk/Administrator – Village of  
Bosque Farms

10:30 – 10:45 am

***BREAK & NETWORKING IN THE EXHIBIT AREA***

*Break Sponsored By:* TBD

10:45 am – 12:00 pm

**HOW TO MARKET THE MUNICIPAL CLERK'S POSITION/ROLE/SERVICES**

- History of Clerk – Past to Present
- Explanation of Clerk Position in General Terms
- Identify Your Type of Clerk – Behind Scenes or Visible/Outward
- Identify Promotion Ideas (Social Media, Print Media, Presentation to Local Organizations, etc.)

*Speakers:* Lisa Johnston, MMC, Retired Assistant City Clerk –  
City of Artesia  
Shirley Clark, Retired Clerk – City of Las Cruces

**THURSDAY, APRIL 20** – *continued*

12:00 – 1:45 pm

**LUNCHEON & ASSOCIATION BUSINESS MEETING**  
***IMPORTANT:*** Discussion will include adoption of  
**Records Retention Schedule Resolution.**

*Presiding:* Jini Turri, MMC, CFOA President

**AFTERNOON GENERAL SESSIONS**

2:00 – 5:00 pm

*Presiding:* Jan Fletcher, CMC, CFOA Vice President  
Clerk – City of Hobbs

2:00 – 3:30 pm

**LIQUOR LICENSES**

**Rules & Laws Related to Municipalities**

- Types of Liquor Licenses
- Application Process
- Rules & Laws

**Step-by-Step Process for the Municipal Clerk**

- Application with Preliminary Approval from State AGD
- Assign the item to a Regular Meeting
- Publish Public Hearing Notice
- Notify Applicant of Public Hearing by Certified/Return Receipt Letter
- Hold Public Hearing at a Regular Meeting
- Have Mayor sign application
- Obtain Affidavit of Publication for Public Hearing
- Prepare letter to State and attach original application and copy of the affidavit of publication.

*Speakers:* Mary Kay Root, Director – State Alcohol & Gaming Division  
Renee Cantin, CMC, Clerk-Treasurer – City of T or C

3:30 – 3:45 pm

***BREAK & NETWORKING IN THE EXHIBIT AREA***

*Break Sponsored By:* TBD

3:45 – 5:00 pm

**THE “PERSONALITY” OF CUSTOMER SERVICE**

This session will review the 16 common personality types of most people in an enjoyable and interactive way and provide insight to each participant through a simple personality profile to be completed prior to the session. You will learn topics that include:

- Why you do the things you do?
- Why others do what they do?
- How to interact with others considering their personality.
- How to predict behavior in customers and co-workers.
- Understanding how body language is communicated in different personalities.
- How to appreciate other’s behavior and make a difficult situation a successful interaction.

*Speaker:* Tom Darling, Division Manager  
Public Service University – City of Albuquerque

**THURSDAY, APRIL 20** – *continued*

6:30 – 9:00 p.m.                      **ANNUAL BANQUET DINNER**

*Sponsored By:*                      *TBD*

*Presiding:*                              Jini Turri, MMC, CFOA President

***SPECIAL ANNOUNCEMENT & PRESENTATION OF THE "CLERK OF THE YEAR"***

**FRIDAY, APRIL 21**

8:00 – 9:00 am                      **CONTINENTAL BREAKFAST WITH EXHIBITORS**

9:00 am – 12:00 noon              **MORNING GENERAL SESSION**

9:00 am              *Closing Remarks*                      Ann Mackie, MMC, CFOA Immediate Past President  
*Presiding:*                              Clerk – Town of Silver City

9:00 am – 12:00 pm              **INFORMATION SHARING OF DIVERSE ISSUES FROM VARIOUS SIZED MUNICIPALITIES** – *Have you ever wondered what the differences are between Villages, Towns, and Cities in New Mexico? During this session, you will hear from Clerk-Treasurer's and Clerk's in each size of municipality. Panel members ask that in addition to suggested topics below, you bring a problem or issue that you may be dealing with to obtain input, guidance, or direction from your fellow peers. This will be a good opportunity to share your questions and concerns.*

**Suggested topics:**

- Public Records (Charges for emailing and other issues)
- PERA & Other Retirement Options
- Public Hearings
- Participating in After School Meal Programs

*Moderator & Panelist:*                      Renee Cantin, CMC, Clerk/Treasurer – City of T or C

*Panelists:*                              Terry Cordova, CMC, Clerk – Village of Angel Fire  
Terri Racher, CMC, Clerk – Village of Corona  
Ann Mackie, MMC, Clerk – Town of Silver City  
Georgiana Rael, CMC, Clerk/Administrator – Town of Red River  
Steve Ruger, Clerk – City of Rio Rancho

10:30 – 10:45 a.m.                      **BREAK & NETWORKING IN THE EXHIBIT AREA**

*Break Sponsored By:*                      *TBD*

12:00 noon                              **DISTRIBUTION OF ATTENDANCE CERTIFICATES & ADJOURNMENT**