



-IMPORTANT NOTICE-

TO: **MUNICIPAL CLERK-TREASURERS, CLERKS, DEPUTY CLERKS, MANAGERS, FINANCE & PURCHASING DIRECTORS/OFFICERS & OTHER INTERESTED MUNICIPAL OFFICIALS**

FROM: Linda Alire-Naranjo, Program Development & Training Director

SUBJECT: **UPCOMING CERTIFICATION WORKSHOP – April 18-19, 2017**

DATE: March 6, 2017

To assist Clerks and Deputy Clerks in obtaining additional CMC and MMC certification hours/points, we are pleased that IIMC has approved a six (6) hour Certification Workshop entitled “*Everything You Need To Know About Budgeting & Audits*”. It will be offered on Tuesday afternoon, April 18th from 3:00 to 5:15 pm through Wednesday, April 19th from 8:00 am to 12:15 pm at the Hotel Encanto de Las Cruces. The fee will be \$75.00 through April 4th and will increase to \$94.00 after April 4th.

For your convenience, this workshop will be offered the day before the start of the Clerks & Finance Officers Association (CFOA) Spring Meeting scheduled on April 19-21 also at the Hotel Encanto de Las Cruces.

[Click here to access the Preliminary Program and Registration Form.](#) If you decide to attend, [register online](#) or fill out the registration form and send it to us with your payment by Tuesday, April 4th.

SPECIAL NOTE: If you are genuinely interested, please plan your schedule to arrive an extra day early on Tuesday, April 19th to take advantage of this certification workshop.

HOTEL INFORMATION

The Hotel Encanto de Las Cruces has offered us a special rate of \$94.00 plus tax, single or double occupancy. Reserve your room by calling the hotel directly at 575-522-4300 or 866-383-0443 and **ask for the NM Municipal Clerks and Finance Officers Room Block.** **To assure you obtain this special rate, you must make your reservation by the cut-off date of TUESDAY, APRIL 4th.** *We have a limited number of rooms blocked and reservations are on a first come first served basis therefore these rooms may sell out prior to 4/4.* Thereafter, rooms will be on an availability basis at the regular rate(s). **We recommend you make your room reservation ASAP.** *Cancellation Policy: 24 hours prior to arrival.*

Should you have any questions, please contact me at 800-432-2036, ext. 513 or at lalire@nmml.org. Hope to see you in April at the Hotel Encanto de Las Cruces.

IMPORTANT NOTE TO CLERKS: Please feel free to invite any elected and appointed officials who may be interested in this workshop by sharing this information with them. These documents will be posted to the Web under Events/Training.