

**NEW MEXICO MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION**  
***ANNUAL SPRING MEETING***  
**April 16-18, 2019**  
**Ruidoso Convention Center**

***- PRELIMINARY PROGRAM -***

**MONDAY, APRIL 15**

5:30 – 6:30 pm

**NMMCFOA BOARD MEETING – *Room TBD***

**TUESDAY, APRIL 16**

10:00 a.m. – 5:00 pm

**REGISTRATION**

1:15 – 5:00 pm

**AFTERNOON GENERAL SESSION**

1:15 – 1:30 pm

**Welcome & Opening Remarks**

*Presiding:* Jan Fletcher, CMC, President  
Clerks & Finance Officers Association (CFOA)  
Clerk – City of Hobbs

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  
Martin Callahan, CMC, CGCIO, IT Manager/Deputy Clerk – Village of Los Lunas

3:30 – 3:45 pm

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

*Break Sponsored By:* TBD

3:45 – 5:00 pm

**RECORDS RETENTION – ROUND TABLE DISCUSSIONS**

*This will be a good opportunity to bring and share your problems and questions informally regarding implementation of your Records Retention Schedule.*

*Facilitator:* Lisa Johnston, MMC, Retired Assistant Clerk – City of Artesia

5:15 – 7:00 pm

**WELCOME RECEPTION**

***- EVENING FREE -***

## **WEDNESDAY, APRIL 17**

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.  
**Meeting Room:** *TBD*

*Facilitators:*

Irma Devine, MMC, Clerk – Village of Ruidoso  
Georgiana Rael, CMC, Clerk/Administrator –  
Town of Red River  
Leona Powell, CMC, Clerk-Treasurer – Village of Grady

7:30 – 8:00 am

### ***CONTINENTAL BREAKFAST WITH EXHIBITORS***

8:00 am – 12:00 pm

### **MORNING GENERAL SESSION**

*Presiding:*

Jan Fletcher, CMC, CFOA President  
Clerk – City of Hobbs

8:00 – 9:30 am

### **OVERVIEW OF MEETINGS AND AGENDAS – CLERK'S ROLE**

- Meeting Types (include Executive Sessions)
- Different Formats of Agendas
- Different Types of Minutes
- How to clearly and properly document meeting events.

*Speakers:*

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

9:30 – 10:30 am

**WHAT MUNICIPALITIES NEED TO KNOW FOR THE 2020 CENSUS?** Learn more about your municipality's role in the upcoming Census, including:

- The importance and impact of the Census
- Steps your Municipality can begin now
- Who is involved?
- What a Complete Count Committee is
- Timeline and key tasks
- Roles of the Census Bureau, New Mexico Census staff, and local communities
- Strategies for success
- Available tools and resources

*Speaker:*

Veronica Arzate de Reyes, Partnership Specialist  
Dallas Regional Census Office/Field Division/Denver Region  
U.S. Census Bureau

10:30 – 11:00 am

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

*Break Sponsored By:*

*TBD*

**WEDNESDAY, APRIL 17** – *continued*

11:00 am – 12:00 pm

**ASSOCIATION BUSINESS MEETING**

*Presiding:* Jan Fletcher, CMC, CFOA President

12:00 – 1:00 pm

**LUNCHEON**

1:00 – 5:00 pm

**AFTERNOON GENERAL SESSION**

*Presiding:* Georgiana Rael, CMC, President-Elect  
Clerks & Finance Officers Association  
Administrator/Clerk – Town of Red River

1:00 – 2:30 pm

**“UNDERSTANDING YOUR EMPLOYEE ASSISTANCE PROGRAM (EAP) BENEFITS”**

- What is an Employee Assistance Program (EAP)?
- What are EAP Benefits?
- Why do people use an EAP?
- Who can use the EAP?
- How much does it cost?

*Speaker:* Maribeth C. Bohley, MA  
Leadership Development & Organizational Effectiveness  
Program Coordinator – The Solutions Group

2:30 – 2:45 pm

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

*Break Sponsored By:* TBD

2:45 – 5:00 pm

**Attitude is Everything – Do YOU contribute to your TEAM? What’s In it for Me?** What is your purpose as a Municipal Clerk and are your contributions significant so that you make a difference every single day to the TEAM that you work with and to the citizens your serve.

- Understanding the characteristics of your team members and WHY you work well with some but not with others
- What really is an effective TEAM – who should be the leader
- How do you manage conflict when all you want to do is just your job.
- How to maintain the Team Effort with a positive attitude
- What’s in it for ME?

*Speaker:* Debi Lee, Manager – Village of Ruidoso

6:30 – 9:00 pm

**ANNUAL BANQUET DINNER**

*Sponsored By:* TBD

*Presiding:* Jan Fletcher, CMC, CFOA President

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

## **THURSDAY, APRIL 18**

8:00 – 9:00 am

### ***CONTINENTAL BREAKFAST WITH EXHIBITORS***

9:00 am – 12:00 pm

### **MORNING GENERAL SESSION**

*Closing Remarks  
Presiding:*

Ida Fierro, CMC, Immediate Past President  
Clerks & Finance Officers Association  
Clerk-Administrator – Town of Bernalillo

9:00 am – 12:00 pm

### **ELECTIONS REVIEW**

- Regular Elections
- 2019 Election Legislation Update
- “We Made Our Decision, Now What?”
  - Municipal Officer Elections (March)
  - Regular Local Elections (November)
  - Secretary of State’s Calendars & Webinars
- Special Elections

*Speakers:*

Mandy Vigil, State Elections Director – New Mexico  
Secretary of State’s Office  
Rebecca Martinez, Elections Administrator – New Mexico  
Secretary of State’s Office  
Renee Cantin, CMC, Clerk-Treasurer – City of T or C  
Gayle Jones, MMC, Clerk/Administrator –  
Village of Bosque Farms  
Lisa Johnston, MMC, *Retired* Assistant Clerk –  
City of Artesia

10:15 – 10:30 am

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

*Break Sponsored By:*

*TBD*

12:00 pm

### **DISTRIBUTION OF ATTENDANCE CERTIFICATES & ADJOURNMENT**

