



-IMPORTANT NOTICE-

TO: **MUNICIPAL CLERKS, CLERK-TREASURERS, CLERK-ADMINISTRATORS, DEPUTY CLERKS, MANAGERS, HUMAN RESOURCE DIRECTORS/OFFICERS, ATTORNEYS, AND OTHER INTERESTED MUNICIPAL OFFICIALS**

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

SUBJECT: **CERTIFICATION WORKSHOP – April 15-16, 2019**

DATE: February 28, 2019

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 Communication/Management/Leadership Certification Workshop. It will be offered on Monday afternoon, April 15th from 3:00 to 5:15 pm through Tuesday, April 16th from 8:00 am to 12:15 pm at the Ruidoso Convention Center, 111 Sierra Blanca Drive. The fee will be \$75.00 through April 8th and will increase to \$94.00 after April 8th.

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 16-18 also at the Ruidoso Convention Center. **ATTENTION:** This year's Spring Meeting is scheduled on Tuesday afternoon through Thursday Noon because Friday, April 19th is Good Friday prior to Easter Sunday, and those who observe Good Friday will be able to travel on Thursday afternoon to get back for that purpose.

[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 Monday, April 8th.

SPECIAL NOTE TO CLERKS: If you are genuinely interested, please plan your schedule to arrive an extra day early, on Monday, April 15th, to take advantage of this certification workshop.

HOTEL INFORMATION

The [MCM Eleganté Lodge and Resort](#), 107 Sierra Blanca Drive, Ruidoso, 575-258-5500, located adjacent to the Convention Center, has offered us the following special rates:

Deluxe Double Queen - \$99.00 plus tax, King Studio Suite - \$109 or One Bedroom King Suite - \$119.00

Rates are based on single or double occupancy and include a full breakfast buffet each morning. Reserve your room by calling the hotel directly at 866-211-7727 or 575-258-5500 and **ask for the NM Municipal Clerks and Finance Officers Room Block**. **To assure you obtain these special rates, you must make your reservation by the cut-off date of MONDAY, APRIL 1st.** 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 4/1. Thereafter, rooms will be on an availability basis at the regular rate(s). **We recommend you make your room reservation ASAP.** Cancellation Policy: 6:00 pm prior to the day of arrival.

Should you have any questions, contact me at 800-432-2036, ext. 513 or at lalire@nmml.org. Hope to see you in April.

IMPORTANT NOTE TO CLERKS: [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.