

NEW MEXICO MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION
ANNUAL SPRING MEETING
April 15-17, 2020
Albuquerque Marriott Uptown

- PRELIMINARY PROGRAM -

TUESDAY, APRIL 14

5:30 – 6:30 pm

NMMCFOA BOARD MEETING – Room TBD

WEDNESDAY, APRIL 15

10:00 am – 5:00 pm

REGISTRATION

1:15 – 5:00 pm

AFTERNOON GENERAL SESSION

1:15 – 1:30 pm

Welcome & Opening Remarks

Presiding: Georgiana Rael, CMC, President
Clerks & Finance Officers Association (CFOA)
Administrator/Clerk – Town of Red River

1:30 – 3:00 pm

PRACTICAL CYBER SECURITY – From Complex to First Steps
Cyber Security can be a daunting topic for civic entities, especially as the threats have greatly outpaced the resources available to combat them. We will take a systems look at what Cyber Security entails, and provide practical steps that local governments can take in promoting better cyber hygiene in their critical systems.

Speaker: AJ Forte, Acting Executive Director – NM Municipal League

3:00 – 3:30 pm

BREAK & NETWORKING IN THE EXHIBIT AREA

Break Sponsored By: TBD

3:30 – 5:00 pm

YOGA FOR BUSY PROFESSIONALS

Take a break from your regular routine for a yoga stretch break! This class is perfect for absolute beginners and anyone who already practices yoga. During this session you will learn some basic poses, flexibility exercise and mindful breathing you can use at any time during your work day.

In this class, you will practice postures to align, strengthen and promote flexibility in the body. You will complete a full yoga practice and end with a resting post. You can expect an emphasis on simplicity, repetition, and ease of movement.

The sequence of poses will move hips and shoulders, increasing blood flow throughout the body, helping to counter balance the effects of sitting. Breathing techniques and meditation are also integrated. You will leave feeling energized and ready for whatever comes next.

If you have one, bring a yoga mat and wear clothes that are comfortable to move in. In some cases, your professional attire works just fine.

Speaker/Facilitator: Marisol Brito, Owner, Bhava Yoga Studio

WEDNESDAY, APRIL 15 – *continued*

5:15 – 7:00 pm

WELCOME RECEPTION

~ EVENING FREE ~

THURSDAY, APRIL 16

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 2nd & 3rd year Certification Institute participants and for Clerks applying for their entry level of the Master Municipal Clerk Academy.
Meeting Room: *TBD*

Facilitators:

Terry Cordova, MMC, Clerk/Assistant Manager,
Village of Angel Fire
Irma Devine, MMC, Clerk, Village of Ruidoso
Leona Powell, CMC, Clerk-Treasurer, Village of Grady
Georgiana Rael, CMC, Administrator/Clerk, Town of Red River

7:30 – 8:00 am

CONTINENTAL BREAKFAST WITH EXHIBITORS

8:00 – 10:30 am

MORNING GENERAL SESSION

Presiding:

Veda Urioste, MMC, CFOA President-Elect
Deputy Clerk – City of Portales

8:00 – 10:30 am

LIQUOR LICENSES – The Importance to Municipal Clerks

This session will be an opportunity to learn what legislative changes to the law were made from the 2019 Legislature effective July 1, 2019, and how they affect Municipal Clerks.

- 2019-SB149 Renaming Alcohol & Gaming Division (AGD) to Alcoholic Beverage Control Division (ABC)
- 2019-SB143 Liquor Permit, Tax & Definition Change
 - Private Celebration Permits
 - Public Celebration Permit
- 2019-HB549 Removal of Partially Consumed Wine
- 2019-HB151 Liquor Deliveries by Licenses Minors
- 2020-SB131 Tobacco Products Act
- New Forms
- New Fees
- Waivers/Zoning

Speakers:

Charmaine Koroneos-Martinez, Hearing Officer
Alcoholic Beverage Control Division

Marlene Romero, Administrator
Alcoholic Beverage Control Division

10:30 – 11:00 am

BREAK & NETWORKING IN THE EXHIBIT AREA

Break Sponsored By:

TBD

THURSDAY, APRIL 16 – *continued*

11:00 am – 12:00 pm

ASSOCIATION BUSINESS MEETING

Presiding: Georgiana Rael, CMC, CFOA President
Administrator/Clerk – Town of Red River

12:00 – 1:00 pm

LUNCHEON

1:00 – 5:00 pm

AFTERNOON GENERAL SESSION

Presiding: Terry Cordova, MMC, CFOA Vice President
Clerk/Assistant Manager – Village of Angel Fire

1:00 – 2:45 pm

KEY COMMUNICATIONS: Working with the Media

Municipal governments and their employees serve the public. The news media inform the public. When each entity treats the other with respect and courtesy, the community is better served. While public employees and the entities for which they work cannot ultimately control the behavior of the media and the decisions media outlets make regarding their news coverage, there are actions and attitudes that can foster the right respect, understanding and expectations on both sides that can result in a solid professional working relationship.

- Develop relationships beforehand
- Anticipate and be prepared
- Go to the source, the right source
- Keep the main thing, the main thing
- Be proactive with the media and public

Speaker: Todd Wildermuth, Public Information Officer – City of Roswell

2:45 – 3:00 pm

BREAK & NETWORKING IN THE EXHIBIT AREA

Break Sponsored By: TBD

3:00 – 5:00 pm

STRESS MANAGEMENT: Keeping it Together Under Pressure

Managing our emotions (emotional intelligence) and the ability to respond versus react are integral to stress management and prevention. While we may be unable to control our circumstances, we can control how we handle them. Become a “Totally Responsible Person” (TRP) who:

- Sees challenges as an opportunity versus a threat.
- Rebounds resiliently from setbacks.
- Focuses on results, and is not overcome with negativity and tension.

Speaker: Linda Strauss, SHRM-SCP, SPHR
Strauss Human Resources Consulting

6:30 – 9:00 pm

ANNUAL BANQUET DINNER

Sponsored By: TBD

Presiding: Georgiana Rael, CMC, CFOA President

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

FRIDAY, APRIL 17

8:00 – 9:00 am

CONTINENTAL BREAKFAST WITH EXHIBITORS

9:00 am – 12:00 pm

MORNING GENERAL SESSION

*Closing Remarks
Presiding:*

Jan Fletcher, CMC, Immediate Past President
Clerks & Finance Officers Association
Clerk – City of Hobbs

9:00 am – 12:00 pm

**MUNICIPAL ELECTIONS IN 2019 & 2020:
NOVEMBER 2019 - REGULAR LOCAL ELECTION (RLE) &
MARCH 2020 MUNICIPAL OFFICER ELECTION (MOE)
“How was your municipality affected by the election
changes?”**

Legislative changes in 2019 affected all of the municipal elections, by creating two election cycles:

- 1). Regular Local Election (RLE) in November of odd years, and
- 2). Municipal Officer Election (MOE) in March of even years.

No matter which option your municipality chose - it affected how elections happened. This session will be an opportunity to share how those election changes impacted you and your municipality. ***On the next page, are questions that will be addressed. Feel free to bring forth other questions/issues.***

ATTENTION: *It's very important for all participants to attend this session and assist with sharing your specific experiences you had to deal with or would like some guidance. Everyone's attendance would help tremendously in preparing for the next round of elections. **NOTE:** Attendance is also important to obtain full certification credit for the entire Spring Meeting program.*

- Secretary of State's – Bureau of Elections Webinars - Review
- 2020 Election Legislation Update
 - HB 229 – Election Laws Clean-up & others
- Special Elections

Moderators:

Lisa Johnston, MMC
Retired Assistant Clerk
City of Artesia

Gayle Jones, MMC
Clerk/Administrator **(MOE)**
Village of Bosque Farms

Panelists:

Shawn Jeffrey, MMC
Village Clerk/Administrator
Village of Cimarron **(RLE)**

Terry Cordova, MMC
Clerk/Assistant Manager
Village of Angel Fire **(RLE)**

Jan Fletcher, CMC
City Clerk
City of Hobbs **(MOE)**

Rebecca Martinez, CMC
City Clerk
City of Rio Rancho **(MOE)**

Yolanda Vigil, CMC
City Clerk
City of Santa Fe **(RLE)**

Continued...

FRIDAY, APRIL 17 – *continued*

9:00 am – 12:00 pm

MUNICIPAL ELECTIONS IN 2019 & 2020 – *continued*

Discussion Issues for both November & March Elections:

1. How did you promote the election within your municipality?
2. Did you experience very many confused voters?
3. How did your community respond?
4. What was your voter turnout like?
5. Did you have more or less candidates file to run for office?
6. How did your relationship with the County Clerk work during the election?
7. How involved were you with the Same Day Voter Registration (SDR) process?
8. How do you feel about them also allowing SDR on Election Day for Special Elections?
9. Were there any unexpected costs?
10. What would you prepare you better for the next election?

Discussion Issues for ONLY November Election:

(For those Clerks who will have their first election in November 2021, we suggest you pay close attention.)

1. How did you assist communicating the election change to your constituents?
2. Did you have early voting at your municipal office?
3. Did your County Clerk assist you with mobile voting units for early voting?
4. Did you volunteer to assist during the election?
5. Did you assist with Candidate Filing Day & Write-in Candidate Filing Day?
6. Were you involved with the canvass of the election? If so, how?

Discussion Issues for ONLY March Election:

1. For the smaller municipalities - did you use ballot on demand or pre-printed ballots?
2. For the smaller municipalities - did you have any problems working with the tabulators?
3. Did you use the same polling places the County Clerk has or did you request new locations?
4. How did the reporting by Precincts work for you?
5. The SoS's office held some webinars, how beneficial were those to you?
6. Did you prepare your own Unofficial Tally page or did you get a sample from your County Clerk to use?
7. How did you prepare for the Canvass of the election?
8. What would you like to see to be included or removed to help them improve for the next election?
9. Are you (and your governing body) considering opting in for the 2021 Election, and if so, why?

10:15 – 10:30 am

BREAK & NETWORKING IN THE EXHIBIT AREA

Break Sponsored By:

TBD

12:00 pm

DISTRIBUTION OF ATTENDANCE CERTIFICATES & ADJOURNMENT

