

1st Wednesday of month assistance w/ Application

**NEW MEXICO MUNICIPAL CLERKS & FINANCE OFFICERS
ASSOCIATION SPRING MEETING CERTIFICATION**

April 18-19, 2023

CERTIFICATION PROGRAM

4 points

Tuesday
WEDNESDAY, APRIL 18th

2:00 PM – 3:00 PM

REGISTRATION

3:00 PM – 5:15 PM

AFTERNOON GENERAL SESSION – (room)

3:00 PM – 3:15 PM

WELCOME & OPENING REMARKS

Presiding: Rebecca Martinez, CMC, President – City of Rio Rancho
Clerks & Finance Officers Association

3:15 PM – 5:00 PM

SOCIAL MEDIA AND POLICIES (room)
DO AND DON'TS ON POSTING SOCIAL MEDIA (room)

Speakers: Michael Limon, Deputy City Clerk – Village of Tijeras
(Need someone to tag team with Michael – any volunteers?)

FREE EVENING

WEDNESDAY, APRIL 19th

8:00 AM – 12:00 PM

MORNING GENERAL SESSION – (room)

Presiding: Rebecca Martinez, CMC, City Clerk - City of Rio Rancho
President of Clerks & Finance Officers Association

8:00 AM – 12:00 PM

IPRA PROCESS FOR SOCIAL MEDIA

Speaker: Renee Martinez, CMC, Deputy Clerk/Record Custodian
Court Clerk
(Need someone to tag team with Renee – any volunteers?)

IMPORTANT: To obtain credit/points toward CMC/MMC certification, attendance at all session is required and will be monitored.

NOTE: To avoid class disturbance, it is required that telephone calls and texting be done during the breaks. Please be courteous to the Speakers and those around you.

**NEW MEXICO MUNICIPAL CLERKS & FINANCE OFFICERS
ASSOCIATION ANNUAL SPRING MEETING**

April 19 – 21, 2023

Preliminary PROGRAM

in Albuquerque

TUESDAY, APRIL 18th

5:30 PM – 6:30 PM

NMMCFDA BOARD MEETING – (room)

WEDNESDAY, APRIL 19th

10:00 AM – 5:00 PM

REGISTRATION

1:15 PM – 5:00 PM

AFTERNOON GENERAL SESSION – (room)

1:15 PM – 1:30 PM

WELCOME & OPENING REMARKS

Presiding: Rebecca Martinez, CMC, President – City of Rio Rancho
Clerks & Finance Officers Association

1:30 PM – 2:45 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 Clerk type – Behind Scenes or Visible/Outward
- Identify Promotion Ideas (Social Media, Print Media, Presentation to Local Organizations, etc.)

Speakers: Lisa Johnson, MMC, Retired Assistant City Clerk – City of Artesia
Gale Jones, MMC, Retired Clerk/Administrator – Bosque Farms

2:45 PM – 3:00 PM

BREAK & NETWORKING IN THE XHIBIT AREA – (room)

3:00 PM – 5:00 PM

HR TOPICS:

- Conflict Management
- Employee Interview Process
- HR Documentation

(need a little more description from Jamie & Ida)

Speaker: Jamie Wall, MMC – City Clerk - City of Fort Sumner
Ida Fierro, MMC, Town Clerk/Administrator – City of Bernalillo
IIMC Region VIII West Director

5:15 PM – 7:00 PM

WELCOME RECEPTION – (room)

THURSDAY, APRIL 20th

7:30 AM – 8:00 AM

CONTINENTAL BREAKFAST WITH EXHIBITORS

8:00 AM – 12:00 PM

MORNING GENERAL SESSION – (room)

Presiding: Jamie Wall, CMC, Clerk – Village of Fort Sumner
President-Elect, Clerks & Finance Officers Association

8:00 AM – 9:45 AM

NEW MEXICO STATE ETHICS COMMISSION

(we need to get a brief description of his talk – Mollie confirming)

Speaker: Jeremey Farris – Executive Director
New Mexico State Ethics Commission

9:45 AM – 10:00 AM

BREAK & NETWORKING IN THE EXHIBIT AREA – (room)

10:00 AM – 12:00 PM

USDA RURAL PARTNERS NETWORK

(we need to get a brief description of his talk – Mollie confirming)

Speakers: Michael Rivera, USDA Rural Partners Network of Albuquerque

12:00 PM – 1:00 PM

LUNCHEON – (room)

Special Speaker: Lisa Garcia, IIMC VP from AZ (Rebecca will ask if she is coming)

1:15 PM – 2:00 PM

ASSOCIATION BUSINESS MEETING – (room)

Presiding: Rebecca Martinez, CMC, City Clerk - City of Rio Rancho
President of Clerks & Finance Officers Association

2:00 PM – 5:00 PM

AFTERNOON GENERAL SESSION

Presiding: Mollie Maldonado, MMC, Deputy Clerk – City of Hobbs
Vice-President, Clerks & Finance Officers Association

2:00 PM – 3:00 PM

SELF INSURANCE:

How to properly file a claim through NMML

Property Claims

Speaker: Clinton Nicley, Director of Self-Insurer's Fund (Mollie confirming)

3:00 PM – 3:15 PM

BREAK & NETWORKING IN THE EXHIBIT AREA – (room)

3:15 PM – 5:00 PM

MOTIVATION SPEAKER (*Mollie working on this*)

6:30 PM – 9:00 PM

ANNUAL BANQUET DINNER (room)

Presiding: Clerks & Finance Officers Association

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

FRIDAY, APRIL 21st

8:00 AM – 9:00 AM

CONTINENTAL BREAKFAST WITH EXHIBITORS

9:00 AM – 12:00 PM
9:00 AM

**MORNING GENERAL SESSION
CLOSING REMARKS**

Presiding

Georgiana Rael, CMC, Clerk-Administrator, Village of Angel Fire
Immediate Past President, Clerks & Finance Officers Association

9:15 AM – 12:00 AM

**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. Suggested discussion topics are: Balancing Levels of Confidentiality with Elected Officials, Staff & Public; Ethics; Customer Service; Use of Social Media; and, Cemetery Administration. Panel members ask that in addition to these topics, 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.

Moderators & Panelists

Lisa Johnson, MMC, Retired Assistant City Clerk – City of Artesia
Gale Jones, MMC, Retired Clerk/Administrator – Bosque Farms

Panelists:

Jini Turri, MMC, Clerk Village of Ruidoso (Mollie confirming)
Ida Fierro, Town Clerk/Administrator – City of Bernalillo
IIMC Region VIII West Director
Christine Rivera, CMC, Deputy City Clerk – City of Gallup

(This session is a great place to add some new presenters, particularly CMCs who are working on their MMCs – Anyone on the Committee interested?)

12:00 PM

DISTRIBUTION OF ATTENDANCE CERTIFICATE & ADJOURNMENT

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