

# Project Management

## *Managing your New Mexico MainStreet Capital Outlay Projects*



**Wednesday, March 10, 2010**

**9:00 am to 4:00 pm**

***State Records and Archives Center, Santa Fe***

**This Institute is designed as a road map for MainStreet staff and volunteers and municipalities to manage capital outlay money and successfully implement their projects.**

**This Institute is highly recommended for communities receiving FY08 and FY10 MainStreet capital outlay money.**

### **What You'll Learn**

- Overview of the procurement code
- Ethical considerations in Procurement
- Managing project public relations
- Breaking projects into phases
- Designing and managing community input
- Working with contractors
- Understanding your MainStreet capital outlay grant agreement
- Tips and strategies from your peers who have successfully implemented capital outlay projects

### **Who Should Attend**

- MainStreet managers and staff
- Arts and cultural district coordinators
- Municipal grant administrators
- Board Presidents
- Design committee and economic positioning committee members

## Session Trainers include

- **Kate Ferlic**, General Counsel, Economic Development Department
- **Charlie Deans**, Urban Planning Program Associate, New Mexico MainStreet
- **Hayley Klein**, Executive Director, Artesia Chamber of Commerce; former MainStreet Manager
- **Maria Rinaldi**, Director of Community Planning and Development, Town of Bernalillo; former MainStreet Manager
- **Tom Drake**, Public Relations, Historic Preservation Division; former MainStreet Manager



## Registration Info

Registration is free for volunteers and staff of New Mexico MainStreet Programs and Arts and Cultural Districts. Registration is also free for municipal representatives from state-certified MainStreet communities and Arts and Cultural Districts. There is a \$50 non-refundable registration fee for non-MainStreet and non-Arts and Cultural District representatives. **Registration deadline is March 4.** Space is limited, and registrations will be honored on a first come, first served basis. Registration does not include transportation, lodging, or food.

**Registration is online at:**  
**<http://nmmainstreet.org/mainstreet/news.php>**

Non-MainStreet and non-Arts and Cultural District representatives, your \$50 registration fee must be received at the address below to guarantee your space. Please make check out to Friends of New Mexico MainStreet.

Economic Development Department  
New Mexico MainStreet  
Joseph Montoya Building  
PO Box 20003, Santa Fe, NM 87504

**Contact Meghan Bayer with questions, 505-827-5650  
or [meghan.bayer@state.nm.us](mailto:meghan.bayer@state.nm.us)**



New Mexico MainStreet  
Economic Development Department  
Joseph Montoya Building  
1100 St. Francis Drive  
Santa Fe, NM 87505-4147  
505-827-0363  
Fax: 505-827-0263

