

Municipal Court Administration Association of SC
PO Box 12109
Columbia, SC 29211-2109

Who We Are

The Municipal Court Administration Association offers training to court administrators, clerks of court, municipal judges and other city or town employees involved in court administration. The Association focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, and disseminating information to and exchanging ideas among its members. For more information, visit www.masc.sc (keyword: MCAA).

Continuing Education Credit

SC Commission on CLE and Specialization

Total Credits: 7.00 hours (*Applied for*)

SC Court Administration

Magistrates and Municipal Judges

Total Credits: 7.00 hours (*Applied for*)

Office of Victim Services Education and Certification

Notifiers and Support Staff

Total Credits: 2.00 hours (*Applied for*)

Accommodations

Francis Marion Hotel

387 King St.
Charleston, SC 29403

Rates: Special room rates are available at the Francis Marion Hotel in Charleston. Make reservations by calling 1.877.756.2121 or 843.722.0600 by **Saturday, July 31 at 5 p.m.** You must identify yourself as part of the MCAA Group to receive the block room rate.

Rooms: \$129/per night

Tax: 13.5 percent

Reservation deadline: July 31

Check in: 4 p.m.

Check out: Noon

Registration Information

Registration deadline is Friday, August 18.

Registration fees of \$175 for members and \$235 for nonmembers include meeting registration, educational materials, exhibitor showcase and reception, breakfasts, lunch. The guest registration fee of \$45 includes the exhibitor reception and breakfasts.

Online registration is available for the Annual Meeting. Save time and postage by logging on to www.masc.sc (keyword: MCAA) to register. Online registrations must be paid by Visa or MasterCard.

If paying by check, mail completed registration form and check made payable to the Municipal Association of South Carolina to:

MASC
PO Box 12220
Columbia, SC 29211
ATTN: MCAA

Cancellations must be received by 5 p.m. on August 18. Refunds will not be given after this date.

Conference attire is business casual. The session rooms will be cool, so you will need to bring a sweater or jacket.

If you are disabled or have special dietary needs, please contact Lea Ann Mitchell at 803.933.1254 or lmitchell@masc.sc to let us know how we may accommodate you.

Contact Information

Bill Taylor

Field Services Manager
Municipal Association of SC
803.354.4751
btaylor@masc.sc

Lea Ann Mitchell

Administrative Assistant
Municipal Association of SC
803.933.1254
lmitchell@masc.sc

Annual Meeting
August 30-September 1, 2017
Francis Marion Hotel | Charleston, SC

Municipal Court Administration
Association of South Carolina

MCAA



1411 Gervais Street
PO Box 12109
Columbia, SC 29211
www.masc.sc

The Municipal Court Administration Association of South Carolina is an affiliate of the Municipal Association of South Carolina.

Wednesday, August 30

Noon – 5:00 p.m. Registration

1:00 – 3:00 p.m. Concurrent Sessions

**Concurrent Session I
Preconference Workshop
(Cost \$35)**

**Court Financials 101:
What You Need to Know**

Steve Blake, CPA, Fraud Examiner, International Control Auditor/Consultant and Chartered Global Management Accountant

Learn the financial and compliance aspects of operating a municipal court in South Carolina. Identify resources to remain current with compliance issues. Discover the mechanics of fines, assessments, surcharges and fees. Discuss specifics of accounting for court operations including victims' advocate funds, bonds pending and State Treasurer's Revenue Remittance Form preparation and submission.

*Note: You do not need to register for the entire Annual Meeting to attend this session. This preconference workshop is a ticketed event.

1:00 – 3:00 p.m. Concurrent Session II

**Victim Service Provider
Training for Notifiers and
Support Staff**

Pamela Jacobs, Advocate, Consultant, Attorney and Coach, Pamela Jacobs Consulting

This two-hour training will include a review of the South Carolina Victims' Bill of Rights as well as victim notification requirements. The training will also look at specific barriers and dynamics that crime victims experience, especially victims of domestic violence and sexual assault, and what we each can do to increase victim safety and offender accountability.

3:30 p.m. Welcome

President Pam Larson, Clerk of Court, City of Greenville

**3:30 – 5:00 p.m. Drive Time with the
Department of Motor Vehicles**

Shirley Rivers, Deputy Director of Driver Records, S.C. Department of Motor Vehicles

Receive valuable information and get your questions answered during this interactive Q & A session with the DMV. This session's focus will be on questions and issues municipal courts are currently facing and updates and changes to state regulations.

**5:00 – 6:30 p.m. Exhibitor Showcase and
Reception**

Exhibits of products and services of interest to municipal courts will be on display. Enjoy light hors d'oeuvres while networking with exhibitors and colleagues.

Thursday, August 31

8:00 a.m. – Noon Registration

7:45 – 8:45 a.m. Breakfast with Exhibitors

Meet vendors and discover new products and services available to help you do your job. Door prizes will be awarded based on receipt of an exhibitor calling card. You must be present to win.

9:00 – 10:30 a.m. Does Size Really Matter?

Members of the MCAA Board

This is a chance to question other members about their various court practices according to the size of their court operations. This should be a lively opportunity to interact with your fellow MCAA members on the items most important and challenging to you.

10:30 – 10:45 a.m. Break

**10:45 a.m. – Noon Workplace Violence/Active
Shooter**

Corporal David L. Spivey, Training Coordinator, S.C. Bureau of Protective Services

Learn the warning signs to look for to identify possible workplace violence. We will discuss exactly what an active shooter is, what options a civilian has during an active shooter event, and what the law enforcement response should and will be. How these situations can impact courtroom security will also be addressed.

Noon – 1:00 p.m. Networking Lunch

**1:00 – 2:30 p.m. Serving Everyone, Including
Yourself**

Jeanne d'Orleans, Trainer, Aligned Learning

Providing service in stressful situations calls on us to manage emotions, communicate effectively and determine available solutions quickly. We'll discuss each of these and offer techniques for you to take care of "them" as well as "you."

2:30 – 2:45 p.m. Break

**2:45 – 4:00 p.m. Court Administration Updates
and Open Forum**

Renee Lipson, Staff Attorney, S.C. Court Administration

The S.C. Court Administration will provide updates on legislation and case law affecting municipal courts. Any policy and procedural changes will be addressed as well.

**6:00 – 9:00 p.m. Networking Dinner - Stars
Rooftop Bar & Grill**

Participants will begin their evening with cocktails on the best rooftop bar in Charleston. Perched above Upper King Street, the rooftop bar is a haven away from the hustle and bustle of the street below. It is the only rooftop bar in the city with 360° views. Following the social event we'll go downstairs and enjoy a scrumptious lowcountry meal.

This is a ticketed event.

Friday, September 1

8:00 – 9:00 a.m. Continental Breakfast

**9:00 – 10:30 a.m. SLED Criminal Justice
Information Services Audit
Overview**

Takeema Jones, National Crime Information Center Auditor, S.C. Law Enforcement Division

Daniel Felker, Information Technology Specialist, S.C. Law Enforcement Division

Learn about the Security Awareness rules and regulations as they pertain to the municipal and magistrate court systems. SLED will also address what to expect from both the NCIC and IT Security Audits.

**10:30 – 11:00 a.m. Annual Business Meeting and
Door Prizes**

Door prizes will be awarded. Must be present to win.

11:00 a.m. Adjourn

Registration Form

MCAA Annual Meeting

August 30-September 1, 2017

Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill)

Full name (example: William J. Smith, Jr.) Mr. Ms. Dr.

Title New

Local government/business name

Guest Information

Guest's first/last name

City/State

Contact Information

Birth month/day Last four digits of SSN
This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name

Preferred mailing address New Type: Municipal Business

City/State Zip

Preferred phone New Type: Municipal Business Mobile

Email address New

Registration Fees

	Qty	Amount
<input type="checkbox"/> Member <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch</i>	\$175	\$ _____
<input type="checkbox"/> Nonmember <i>Includes meeting registration, educational materials, exhibitor showcase and reception, breakfasts and lunch</i>	\$235	\$ _____
<input type="checkbox"/> Court Financials 101 <i>Includes registration for the preconference workshop and educational materials. You do not have to register for the entire meeting to attend.</i>	\$35	\$ _____
<input type="checkbox"/> Victim Service Provider Training <i>Notifiers need this two-hour training every other year. This required training is free to registered attendees.</i>	\$0	\$ _____
<input type="checkbox"/> Networking Dinner <i>Anyone wanting to attend the dinner must purchase a ticket in advance. Tickets will not be available onsite.</i>	\$35	\$ _____
<input type="checkbox"/> Guest - Reception and Breakfasts <i>Includes exhibitor reception and breakfasts. Does not include lunch or Thursday evening's event.</i>	\$45	\$ _____
<input type="checkbox"/> Guest - Networking Dinner	\$35	\$ _____
	TOTAL	\$ _____