



SC Municipal Finance Officers, Clerks and Treasurers Association and SC Business Licensing Officials Association Joint Academy

October 27 – 30, 2026

Hilton Garden Inn and Lowcountry Conference Center
406 Sigma Drive, Summerville SC 29486

Tuesday, October 27

- 1:30 – 4:30 p.m.** **BLOA Registration**
2:00 – 2:15 p.m. **Welcome**
2:15 – 3:15 p.m. **Alcohol Beverage Licensing in
South Carolina**

*Tammy Sullivan, Administrative Coordinator II,
SC Department of Revenue*

*Danielle Walker, Administrative Coordinator II,
SC Department of Revenue*

Get a better understanding of the Alcohol Beverage
Licensing requirements, processes and enforcement
considerations. Learn how to verify license status
through the SC Department of Revenue website.
Get tips on how to report suspected violations.

- 3:15 – 3:30 p.m.** **Break**
3:30 – 4:30 p.m. **Navigating Nonprofits**

*Shannon Wiley, General Counsel,
SC Secretary of State's Office*

Businesses and organizations often present
documentation from the South Carolina Secretary of
State to demonstrate their nonprofit status, but what
does that documentation actually signify? Learn how
nonprofits and charitable organizations are registered
and recognized in South Carolina, including the
role of the Secretary of State's Office, and how state
registration differs from federal tax-exempt status.

- 4:30 p.m.** **Adjourn (Dinner on your own)**

Wednesday, October 28

- 8:00 – 9:00 a.m.** **BLOA Registration and
Continental Breakfast**
9:00 – 10:00 a.m. **Just Another Day Behind the
Desk**

BLOA Board of Directors

In this fun and interactive session, see how these
business license officials handle daily interactions with
coworkers and customers. Get tips and tricks on how
to handle the easy and the more difficult situations.

- 10:00 – 10:15 a.m.** **Break**
10:15 – 10:45 a.m. **BLOA Business Meeting**
10:45 – 11:45 a.m. **Resource Ready. Work Smarter
not Harder**

*Anita Lancaster, Revenue Analyst,
Municipal Association of SC*

*Kaylee Summerton, Revenue Analyst,
Municipal Association of SC*

Learn about the available resources from the
Municipal Association, state and federal agencies
to help you do your job more efficiently. Take home
a resource guide to help you find the websites and
information once you return home.



Thursday, October 29

11:45 a.m. – noon	Meet and Greet with SCottie
Noon – 2:00 p.m.	Lunch on your own
1:30 p.m.	MFOCTA Registration begins
2:00 p.m.	Welcome to the Joint Sessions
2:15 p.m.	Welcome by Summerville Mayor Touchberry
2:30 – 3:30 p.m.	Summerville Good News

*Chris Makowski, Public Information Officer,
Town of Summerville*

Social Media is an important part of communicating with your citizens. Learn how one city promotes its successes, shares information and keeps its residents engaged.

3:45 – 4:45 p.m.	Building Our Future: Project Updates and New Initiatives
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*Scott Slatton, Town Administrator,
Town of Summerville*

Learn more about the Town of Summerville's recently completed projects and what's on the horizon. Get ideas of projects you could develop in your community.

4:45 – 5:30 p.m.	Break
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Check-in and refresh before the exhibitor reception.

5:30 – 6:30 p.m.	Exhibitor Reception
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Enjoy this opportunity to meet new vendors, strengthen current vendor relationships and network with colleagues. Complete the vendor calling card to be entered into the door prize drawing.

6:30 – 8:30 p.m.	Monster Mash Dinner Party
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Join us for a spooky Halloween-themed dinner featuring great food, festive decor and a live DJ spinning your favorite hits. Come dressed in your best costume and get ready for a night of Halloween fun! This is a separate ticketed-event.

8:30 – 9:30 a.m.	Breakfast With Exhibitors
9:30 – 9:45 a.m.	Exhibitor Introductions/Door Prizes
9:45 – 10:00 a.m.	Break
10:00 – 11:00 a.m.	Fraud Awareness: Recognizing, Preventing and Responding

Federal Bureau of Investigation

Through technology, criminals are growing more sophisticated and using tactics such as impersonation to gain potential victims' trust. They then use other tactics to steal money, potentially including the victim's life savings. Learn about common warning signs, strategies to prevent falling for a scam, and the available reporting resources.

11:00 – 11:15 a.m.	Announcements and Wrap-up
11:15 a.m.	BLOA Adjourns
11:15 a.m. – 2:00 p.m.	Lunch on your own
2:00 – 3:00 p.m.	Concurrent Sessions (Choose one)
	2026 Audit and Accounting Updates

Emily Sobczak, Partner, Greene Finney Cauley, LLP

Get an update on recently issued auditing and accounting standards, including single audit requirements, to help you prepare for your next audit.

Breaking Up with Robert's Rules: Alternate Parliamentary Procedures

*Eric Shytle, General Counsel,
Municipal Association of South Carolina*

Municipalities often find that Robert's Rules of Order are not well suited to municipal meetings. This presentation will introduce alternative rules of procedure drafted by the Municipal Association's Legal department and available for adoption.

3:00 – 3:15 p.m.	Break
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3:15 – 4:15 p.m.

Clearing up Grant Administration Confusion

*Rob Wolfe, Field Services Manager,
Municipal Association of SC*

Cities need the help of grants to get projects funded. Once the grant has been awarded, the hard work begins in managing the administration. Get tips on the different grants available for cities and the role of the clerk or finance administrator in administering the grants.

Friday, October 30

8:30 – 9:30 a.m.

Continental Breakfast

9:30 – 10:15 a.m.

MFOCTA Business Meeting

10:15 – 10:30 a.m.

Break

10:30 – 11:30 a.m.

A Ladder to the Moon: Stories Build Community

Tim Lowry, Storyteller

True connection requires deeply meaningful communication. The very strongest connections are built when the stories are told and heard with heart and soul. This deeply meaningful use of stories is called a “Ladder to the Moon,” and has been used by great leaders for millennia to foster communication, strengthen relationships, and bind people together in community. Learn about this ancient tradition and begin building stronger relationships today!

CMC/MMC Credits

These sessions have been submitted to the International Institute of Municipal Clerks for approval. IIMC allows one point for every four hours of class time. Attendees must sign the attendance sheet for each session and complete the Knowledge Transfer Form for each session that credit is sought.

CPFA Points

These sessions have been submitted to the Association of Public Treasurers of the U.S. and Canada. The number of credits allowed is determined by the sole discretion of the Association of Public Treasurers of the U.S. and Canada. Attendees must sign the attendance sheet for each session that credit is sought.

Registration Information

Online registration is available by logging on to www.masc.sc. Online registration 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:

Municipal Association of SC
PO Box 12220
Columbia, SC 29211
Attn: BLOA/MFOCTA Joint Academy

Registration includes continental or full breakfast each morning, exhibitor reception and all educational materials.

Cancellations must be received by 5 p.m. on Friday, October 16. Refunds will not be given after this date.

Conference attire is business casual. Meeting rooms may be cool, so please prepare accordingly.

Accommodations

The Joint Academy will be held at the Hilton Garden Inn and Lowcountry Conference in Summerville. A special room rate of \$162 plus taxes and fees per night has been made available. The reservation link can be found on the meeting information page at www.masc.sc (keyword: BLOA). The special rate is guaranteed until the reserved block of rooms is filled, or until Saturday, September 26.

The hotel reservation deadline is 5 p.m. on Saturday, September 26.

Check in: 3 p.m.

Check out: 11 a.m.

Contact Information

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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

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

For additional attendees, make a copy of this form.

Registration Fees

Attending BLOA Only (Tuesday – Thursday)

☐ BLOA Member \$275 _____

☐ BLOA Nonmember \$325 _____

Attending MFOCTA Only (Wednesday – Friday)

☐ MFOCTA Member \$275 _____

☐ MFOCTA Nonmember \$325 _____

Attending Both Meetings (Tuesday – Friday)

☐ Member \$350 _____

☐ Nonmember \$400 _____

Wednesday, October 28 Event

☐ Monster Mash Dinner Party \$50 _____

The deadline to register is October 16. Total \$ _____