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The South Carolina Business Licensing Officials Association and the Municipal Finance Officers Clerks and Treasurers Association are affiliates of the Municipal Association of SC.

BLOA MFOCTA

SC Business Licensing Officials Association

SC Municipal Finance Officers, Clerks and Treasurers Association

Joint Academy
Hilton Garden Inn and Lowcountry
Conference Center
406 Sigma Drive
Summerville, SC 29486
October 27 – 30, 2026

IIMC/APT Credits

CMC/MMC Credits
These sessions qualify for up to 6 hours or 1.5 points. 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 qualify for up to 3.5 points. 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.

MBL Points
If you have your Master in Business Licensing designation or are working on obtaining your ABL or MBL, the BLOA meeting qualifies for 5 experience points. Attendees must sign the attendance sheet for each session. The proof-of-points sheet will be emailed to you at the end of the meeting. Print a copy and keep for your records to submit with you MBL application or recertification.

Break Sponsor

SURRY INSURANCE

Exhibitors

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Tuesday, October 27

1:30 – 4:30 p.m. **Registration**
Azalea Pre-Function

2:00 – 2:15 p.m. **Welcome**
Azalea AB

2:15 – 3:15 p.m. **Alcohol Beverage Licensing in South Carolina**
Azalea AB

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**
Azalea AB

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. **Registration and Continental Break**
Azalea Pre-function

9:00 – 10:00 a.m. **Just Another Day Behind the Desk**
Azalea AB

BLOA Board of Directors

In this fun and interactive session, see how these business license officials handle daily interactions with coworkers and customers. *CPFA: 0.5 point*

10:00 – 10:15 a.m. **Break**

10:15 – 10:45 a.m. **BLOA Business Meeting**
Azalea AB

10:45 – 11:45 a.m. **Resource Ready: Work Smarter not Harder**
Azalea AB

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. *CPFA: 0.5 point*

11:45 a.m. – noon **Meet and Greet with SCottie**
Azalea AB

Noon – 2:00 p.m. **Lunch on your own**

1:30 p.m. **MFOCTA Registration begins**
Azalea Pre-Function

2:00 p.m. **Welcome to the Joint Sessions**
Azalea AB

2:15 p.m. **Welcome by Summerville Mayor Russ Touchberry**

2:30 – 3:30 p.m. **Summerville Good News**
Azalea AB

Chris Makowski, Public Information Officer, Town of Summerville

Social media is an important part of communicating with your residents. Learn how one city promotes its successes, shares information and keeps its residents engaged. *CPFA: 0.5 point, CMC/MMC 1 hour*

3:30 – 3:45 p.m. **Break**

3:45 – 4:45 p.m. **Building Our Future: Project Updates and New Initiatives**
Azalea AB

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. *CMC/MMC 1 hour*

4:45 – 5:30 p.m. **Break**

Check-in refresh before the exhibitor reception.

5:30 – 6:30 p.m. **Exhibitor Reception**
Azalea Pre-function

Enjoy this opportunity to meet new vendors, strengthen current vendor relationships and network with colleagues. Complete the vendor calling card to be entered the door prize drawing.

6:30 – 8:30 p.m. **Monster Mash Dinner Party**
Magnolia Ballroom

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 music, dancing and Halloween fun!

Thursday, October 29

8:30 – 9:30 a.m. **Breakfast With Exhibitors**
Azalea Pre-function

9:30 – 9:45 a.m. **Exhibitor Introductions/Door Prizes**
Azalea AB

9:45 – 10:00 a.m. **Break**

10:00 – 11:00 a.m. **Fraud Awareness: Recognizing, Preventing and Responding**

Special Agent Mark McMahon, 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. *CPFA: 0.5 point, ACPFA: 1 point, CMC/MMC: 1 hour*

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
Azalea C

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. *CPFA: 0.5 point, CMC/MMC 1 hour*

Breaking Up with Robert's Rules: Alternate Parliamentary Procedures
Azalea AB

Eric Shytle, General Counsel, Municipal Association of SC

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. *CMC/MMC: 1 hour*

3:00 – 3:15 p.m. **Break**

3:15 – 4:15 p.m. **Clearing up Grant Administration Confusion**
Azalea AB

Rob Wolfe, Field Services Manager, Municipal Association of SC

Cities often need the help of grants to get projects funded. Once the grant is awarded, the hard work of managing the administration begins. Get tips on the different grants available for cities and the role of the clerk or finance administrator in administering the grants. *CPFA: 0.5 point, CMC/MMC 1 hour*

Friday, October 30

8:30 – 9:30 a.m. **Continental Breakfast**
Azalea Pre-function

9:30 – 10:15 a.m. **MFOCTA Business Meeting**
Azalea AB

10:15 – 10:30 a.m. **Break**

10:30 – 11:30 a.m. **A Ladder to the Moon: Stories Build Community**
Azalea AB

Tim Lowry, Storyteller

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! *CPFA: 0.5 point, CMC/MMC 1 hour*