



Municipal Court Administration Association

Annual Meeting

August 19 – 21, 2026

Embassy Suites – Charleston Harbor

100 Ferry Wharf Rd, Mount Pleasant, SC 29464

Wednesday, August 19

11:00 a.m. – 5:00 p.m. **Registration Open**

11:30 a.m. – 12:30 p.m. **Lunch**

To ensure you're comfortable and ready for the afternoon program, lunch will be provided for those attending the Court Financials Session.

12:30 – 2:45 p.m. **Court Financials
(Lunch provided)**

*Steve Blake, CPA, Certified Fraud Examiner,
Certified Internal Control Auditor and Certified
Global Management Accountant*

The financial and compliance aspects of operating a municipal court in South Carolina can be complex. This session will help attendees identify resources to remain current with compliance issues. Attendees will discover the mechanics of fines, assessments, surcharges and fees. They will also discuss specific requirements in the law for audited financials and the Uniform Department of Crime Victim Compensation schedule, bonds pending, court deposits and victims fund segregation.

2:45 – 3:00 p.m. **Break**

3:00 – 3:15 p.m. **Welcome and Announcements**

*President Brenda Armstrong, Court Specialist
City of Charleston*

3:15 – 5:00 p.m. **Creating Inclusive Courtrooms
for Autism and Neurodiversity**

Layla Luna, CEO & Founder, Just Bee

Just Bee works to ensure individuals with Autism and other Neurodiverse conditions are treated with fairness, dignity, and full civil rights in the justice system.

This session equips courtroom professionals with essential awareness, practical tools, and supportive technologies to reduce misunderstandings and prevent discrimination, promoting equitable and respectful proceedings for all.

5:00 – 6:00 p.m. **Exhibitor Reception**

Thursday, August 20

8:00 a.m. – noon **Registration Open**

8:00 – 8:45 a.m. **Coffee With Exhibitors –
Showcase Open**

8:45 – 9:00 a.m. **Exhibitor Introductions and
Door Prizes**



**9:00 – 11:15 a.m. Victim Service Provider
Training for Notifiers and
Support Staff**

*Tomothy C. Edmond, Richland County Government,
Upper Township District*

Crime victims can face specific barriers and dynamics that affect their experience in the court system. This session will provide information about victim notification requirements and what officials can do to increase victim safety and offender accountability.

11:15 – 11:30 a.m. Break

**11:30 a.m. – 12:15 p.m. Understanding the Criminal
History Life Cycle**

SC Law Enforcement Division

A walkthrough of the Criminal History Life Cycle, including how records are created, updated and maintained. This session also provides an opportunity to ask your questions about the expungement process and firearm prohibitions, helping you better navigate these issues in your courts.

12:15 – 1:15 p.m. Lunch

**1:15 – 2:15 p.m. SC Department of Motor
Vehicles Updates**

*Karen Dailey, E-Citation Program Coordinator,
SC Department of Motor Vehicles*

*Lauren Phillips, Director of Driver Services,
SC Department of Motor Vehicles*

Stay informed with the latest updates from the South Carolina Department of Motor Vehicles. This session will cover recent changes, upcoming initiatives and important reminders relevant to municipal courts.

Submit your questions for this session to lmitchell@masc.sc by July 24.

2:15 – 2:30 p.m. Break

2:30 – 3:30 p.m. All Things Jury Trials

*Stephanie Wood, Attorney, The Porter Law Group,
P.C.*

Dive into the full jury trial experience from a municipal court perspective. This session breaks down every step — from preparation to verdict — while sharing practical tips, real world examples and strategies to keep your courtroom running smoothly and confidently during jury trials.

3:30 – 3:45 p.m. Break

**3:45 – 4:45 p.m. Case Management System
Updates**

*Lynitta Key, Call Center Supervisor, SC Judicial
Department*

This session provides a practical overview of the CMS system and addresses the most common questions users encounter. Participants will leave with a clearer understanding of key features, navigation and troubleshooting within CMS.

Submit your questions for this session to lmitchell@masc.sc by July 24.

5:30 – 7:30 p.m. Dinner at Saltwater Cowboys

Join fellow attendees for an evening of great food and waterfront views at Saltwater Cowboys. The \$40 ticket includes dinner along with alcoholic and nonalcoholic beverages, and transportation to and from the restaurant. **All participants must have a ticket to attend.**

Friday, August 21

9:00 – 10:30 a.m. Diversion Programs

*Judge Tomothy Edmond, Magistrate Judge,
Richland County*

Explore how municipal court diversion programs operate, the role of court staff in administering them, and practical steps for managing eligibility, documentation, and participant compliance.

10:30 – 11:00 a.m. Annual Business Meeting

11:00 a.m. Adjourn



Who We Are

The Municipal Court Administration Association of SC offers training to court administrators, clerks of court, municipal judges and other city or town employees involved in court administration. MCAA 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 Credits

SC Commission on CLE and Specialization

(applied for)

SC Court Administration Magistrates Credits

(applied for)

Office of Victims Services Education and Certification For Notifiers and Support Staff

(applied for)

Board of Directors

President

Brenda Armstrong
Court Specialist
City of Charleston

First Vice President

Courtney Boughton
Clerk of Court
Town of Moncks Corner

Second Vice President

Lisa Cunningham
Clerk of Court
Town of Bluffton

Members at Large

Angela Cartrette
Court Administrator
City of North Charleston

Rudi A. Summers
Court Specialist
City of Greenville

Past President

Brittany Burns
Clerk of Court
Town of Pine Ridge



Accommodations

MCAA attendees will receive a special room rate of \$199 per night plus taxes and fees. This rate includes daily hot breakfast and free Wi-Fi in guestrooms and meeting space. Make reservations using the online booking link by July 19, 2026. You must identify yourself as part of the MCAA group to receive the block room rate. Rooms must be booked by July 19, 2026, to receive the group rate.

Embassy Suites Charleston Harbor
100 Ferry Wharf Road
Mount Pleasant, SC 29464

Room rate: \$199/night plus taxes and fees
Parking: \$25 per day
Check in: 4 p.m.
Check out: 11 a.m.
Hotel reservation deadline: July 19

Contact Information

Lea Ann Mitchell

Staff Associate for Affiliate Services
Municipal Association of South Carolina
803.933.1254 | lmitchell@masc.sc

Dawn Dukes

Administrative Assistant
Municipal Association of South Carolina
803.933.1240 | ddukes@masc.sc

Upcoming Meeting

MCAA Spring Meeting | April 9
Hilton Garden Inn Columbia Airport
110 McSwain Drive
West Columbia, SC 29169



Registration Information

MCAA Registration Form

MCAA Annual Meeting ♦ August 19 – 21, 2026

The registration deadline is **Wednesday, August 5**. Registration fees of \$280 for members and \$325 for nonmembers include meeting registration, educational materials, and lunch on August 20.

Name Badge Information

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

The guest registration fee of \$50 includes the exhibitor reception on Wednesday, August 19. Guest may not attend the networking luncheon or sessions without paying the full registration fee.

First name (example: Bill) _____

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.

Full name (example: William J. Smith, Jr.) _____

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

Title New _____

Local government/business name _____

MASC
PO Box 12220
Columbia, SC 29211
Attn: MCAA

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 _____

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

Preferred mailing address New Type: Municipal Business _____

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

City/State _____ Zip _____

For special needs requests, contact Dawn Dukes at 803.933.1240 or ddukes@masc.sc by August 5, and we will accommodate if possible.

Preferred phone New Type: Municipal Business Mobile _____

Email address New _____

Registration Fees

- Check one:**
- Member** \$280
Includes meeting registration, education materials and lunch on August 20.
 - Nonmember** \$325
Includes meeting registration, education materials and lunch on August 20.
 - Guest – Registration** \$50
Includes exhibitor reception.
 - Evening Event on August 20** \$40
Includes food, nonalcoholic, and alcoholic beverages. All attendees must have a ticket to attend.
 - Guest – Evening Event on August 20** \$40
Includes food, nonalcoholic, and alcoholic beverages. All attendees must have a ticket to attend.
 - Court Financials** \$75
Includes lunch on August 19 and educational materials for Court Financials only.
- Total:** _____ **Deadline is Wednesday, August 5.**