



# Municipal Court Administration Association of South Carolina

**Spring Meeting**  
**Friday, April 10, 2026**  
**Hilton Garden Inn Columbia Airport**  
**110 McSwain Dr, West Columbia, SC 29169**

**8:00 – 9:00 a.m. Registration, Networking and Continental Breakfast**

Start your day by joining us for registration to pick up your name badge and meeting packets. Enjoy a complimentary continental breakfast while networking with fellow attendees and meeting sponsors.

**9:00 – 9:15 a.m. Welcome and Announcements**

*Brenda Armstrong, Court Specialist,  
City of Charleston, MCAA President*

**9:15 – 10:15 a.m. Records Retention: Can You See What's in My Drawers?**

*Pam Larson, Clerk of Operations, City of Greenville*

A discussion on how retention schedules impact responding to records requests within a municipal court.

**10:15 – 10:30 a.m. Break**

**10:30 a.m. – noon SC Court Administration**

*Sheleena Rios, Staff Attorney, Trial Court Services,  
SC Court Administration*

Get up-to-date guidance from SC Court Administration on bench warrant procedures, new firearms laws and other key updates. **Please submit questions to [lmitchell@masc.sc](mailto:lmitchell@masc.sc) by Thursday, March 26.**

**Noon – 1:00 p.m. Networking Luncheon**

Enjoy a networking luncheon with colleagues from across the state, along with brief remarks from our meeting sponsors.

**1:00 – 1:45 p.m. Bond Estreatments**

*Andrea Bourgoin, Program Manager I, Individual Licensing Services, SC Department of Insurance*

*Joy Harrison, Program Coordinator I, Individual Licensing Services, SC Department of Insurance*

This session will provide important updates on court procedures, including the processes for bond estreatments and the 90-day rule.

**1:45 – 2:00 p.m. Break**

**2:00 – 3:30 p.m. SC Department of Motor Vehicles**

*Thomas H. Eller III, Assistant General Counsel,  
SC Department of Motor Vehicles*

*Cyrise Martin, Legal Assistant,  
SC Department of Motor Vehicles*

The South Carolina Department of Motor Vehicles will address common disconnects between the Case Management System and SC Department of Motor Vehicles processes, offering clear guidance on Ishmael Orders and Notices of Correction.

**3:30 p.m. Adjourn**



## Who We Are

The Municipal Court Administration Association focuses on fostering and developing interest in sound court administration, encouraging the most advanced technologies in the field of court administration, disseminating information and exchanging ideas among its members. For more information, visit [www.masc.sc](http://www.masc.sc) (keyword: MCAA).

## Continuing Education Credits

SC Commission on CLE and Specialization  
Course Number: Applied for

## Upcoming Meeting

### Annual Meeting

August 19 – 21, 2026  
100 Ferry Wharf Road  
Mount Pleasant, SC 29464

## Contact Information

### Lea Ann Mitchell

Staff Associate for Affiliate Services  
Municipal Association of SC  
803.933.1254 | [lmitchell@masc.sc](mailto:lmitchell@masc.sc)

### Dawn Dukes

Administrative Assistant  
Municipal Association of SC  
803.933.1240 | [ddukes@masc.sc](mailto:ddukes@masc.sc)

## 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



Municipal Association  
of South Carolina

1411 Gervais Street  
PO Box 12109  
Columbia, SC 29211  
[www.masc.sc](http://www.masc.sc)

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



## Registration Information

Online registration is available for the spring meeting. Save time and postage by logging on to [www.masc.sc](http://www.masc.sc) to register. Online registration must be paid by Visa or MasterCard. Registration fees of \$100 for members and \$150 for nonmembers include meeting registration, all educational materials and lunch. **The registration deadline is Monday, March 30.**

Register online at [www.masc.sc](http://www.masc.sc) or mail completed registration form and check made payable to the Municipal Association of SC to:

MASC  
PO Box 12220  
Columbia, SC 29211  
ATTN: MCAA

Cancellations must be received by 5 p.m. on March 30. Refunds will not be given after this date.

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

For special needs requests, contact Dawn Dukes at 803.933.1240 or [ddukes@masc.sc](mailto:ddukes@masc.sc) by March 30, and we will accommodate if possible.

## MCAA Registration Form

Spring Meeting ♦ April 10, 2026

### 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

### Registration Fees

#### Check one:

- ☐ Member \$100  
*Includes meeting registration, educational materials and lunch.*
- ☐ Nonmember \$150  
*Includes meeting registration, educational materials and lunch.*

*For additional attendees, make a copy of this form.*