



Municipal Clerks and Treasurers Institute

Year 2 | Session A September 9 – 11, 2026

Cambria Hotel Columbia Downtown – The Vista
1000 Lady St. Columbia, SC 29201

Wednesday, September 9

7:30 – 8:00 a.m. **Registration**

7:50 – 8:00 a.m. **Welcome**

8:00 – 10:30 a.m. **Fundamentals of Human
Resource Management**

Fred Williams, Partner, The Bettis Law Group, LLP

This session will provide an overview of human resources laws and regulations that affect cities and towns.

Human Resource Management (2.5 hours)

10:30 – 10:45 a.m. **Break**

10:45 – 11:45 a.m. **Social Media, Electronic
Communication and FOIA**

*Adam Kelly, Marketing Manager,
City of Goose Creek*

The use of social media by local government is no longer an option, it is a necessity. Learn how to effectively use social networking tools to reach the public and manage your city's message.

Technology (1 hour)

11:45 a.m. – 1:00 p.m. **Lunch and Roundtable**
Roundtable (1.25 hours)

1:00 – 3:30 p.m.

**Is Your Municipal Website
Accessible?**

*Kevin Benson, Senior Business Development
Executive, VC3*

Your website is one of your municipality's most important service channels. It is where residents go to find answers, make payments and submit information. Learn why and how to make your website compliant with the Americans with Disabilities Act, as well as more accessible for all of your residents.

Technology (2.5 hours)

3:30 – 3:45 p.m.

Break

3:45 – 4:45 p.m.

**Understanding
Employee Motivation
and Morale**

What makes people happy at work? This interactive session will examine fundamental principles for engaging and motivating employees. Learn how you can reengage employees by supporting their progress and making their work meaningful.

Human Resource Management (1 hour)

4:45 p.m.

**Adjourn
(Dinner on your own)**



Thursday, September 10

7:30 – 8:00 a.m. Registration

8:00 – 10:00 a.m. The ABCs of Municipal Accounting

Uvette Pope-Rogers, CPA, UR Consulting Services LLC

This comprehensive session will provide an overview of the fundamentals of financial administration at the local level and the unique features of governmental accounting. Participants will be introduced to the terminology, concepts and skills of municipal finance.

Basic Accounting (2 hours)

10:00 – 10:15 a.m. Break

10:15 – 11:45 a.m. Audits 101

Anne Harty, Vice President of Operational Consulting, First Tryon Advisors

This session will cover steps that municipal clerks and treasurers can take to ensure a smooth and efficient audit process. Learn the basic steps in the auditing process and how to prepare for the auditors.

Basic Accounting (1.5 hours)

11:45 a.m. – 1:00 p.m. Lunch and Roundtable
Roundtable (1.25 hours)

1:00 – 2:00 p.m. Successfully Conducting Local Elections

Desirée Fragoso, Field Services Manager, Municipal Association of SC

A smooth and successful municipal election is dependent upon the effective performance of local election officials. This session will discuss in detail the roles and responsibilities of those officials and present the step-by-step process of conducting local elections.

Election Administration (1 hour)

2:00 – 2:15 p.m. Break

2:15 – 3:15 p.m. Special Elections and Referenda

Desirée Fragoso, Field Services Manager, Municipal Association of SC

Elections serve many purposes in the operation of municipal government. In addition to general elections, state law provides for special elections and referenda. Learn what special elections and referenda are, the reasons why they are held and the process for conducting them.

Election Administration (1 hour)

3:15 – 3:30 p.m. Break

3:30 – 5:00 p.m. Election Administration at the State Level

Rob Wolfe, Field Services Manager, Municipal Association of SC

This session will provide an overview of the South Carolina Election Commission's role and responsibilities for election administration across the state. It will include information on election commission and clerk training, along with photo ID and candidate filing requirements.

Election Administration (1.5 hours)

5:00 p.m. Adjourn (Dinner on your own)

Friday, September 11

8:00 – 8:30 a.m. Registration

8:30 a.m. – noon Effective Writing Skills

Jeanne d'Orleans, Facilitator, Aligned Learning

Professional communication is essential to every municipal job. Learn techniques and best practices for effective writing in the workplace.

Written Communication (3.5 hours)

Noon Graduation



Who We Are

MCTI is designed to provide municipal clerks and treasurers with the skills critical to their respective professions. Sessions are scheduled twice a year in the spring and fall. To graduate from the program and receive a certificate, participants must complete the entire three-year curriculum. To earn the necessary educational points for the International Institute of Municipal Clerks' Certified Municipal Clerk designation, clerks must complete the three-year curriculum and a capstone project. Those interested in pursuing the Association of Public Treasurers' Certified Public Finance Administrator can apply select MCTI sessions toward the required educational points.

Scholarship

At each session, the Municipal Finance Officers, Clerks and Treasurers Association awards a scholarship to attend MCTI. The scholarship recipient receives \$200 for each session necessary to complete the institute's six sessions. The scholarship, a value not greater than \$1,200, is underwritten by the Municipal Association of SC and is available only to MFOCTA members. The scholarship application is available at www.masc.sc (keyword: MCTI). **The deadline for submitting the scholarship application is Friday, August 28.** Submit scholarship applications by email to Elizabeth Copeland at ecopeland@masc.sc.

Accommodations

A special group room rate is available at the Cambria Columbia Downtown – The Vista. Breakfast is included in your room reservation. Make reservations using the online booking link or by calling 803.728.3355 and mentioning the group name "Municipal Association of SC" to get the group rate. A credit card authorization form must be on file with the hotel if you will not have the city or town card with you when you check in.

Cambria Hotel Columbia Downtown – The Vista
1000 Lady St. Columbia, SC 29201

Room Rate: \$155 plus taxes and fees. If you book with the group rate, breakfast is included with your

room reservation.

Parking: \$20/day

Check-in: 3 p.m.

Checkout: 11 a.m.

Hotel Reservation Deadline: August 14, 2026.

Contact Information

Elizabeth Copeland

Staff Associate for Affiliate Services
803.933.1257 | ecopeland@masc.sc

Susan Walters

Administrative Assistant
803.933.1276 | swalters@masc.sc



Registration Information

The \$225 registration fee covers educational materials, breakfast each day and lunch on Wednesday and Thursday. **Registration deadline is Friday, August 28.** Refunds will not be given after this date.

Save time and postage by logging on to www.masc.sc 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: MCTI

Cancellations must be received by 5 p.m. on August 28. Refunds will not be given after this date.

For special needs requests, contact Susan Walters at 803.933.1276 or swalters@masc.sc by August 28, and we will accommodate if possible.

MCTI Registration Form

MCTI Year 2 – Session A | September 9 – 11, 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.)

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

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

\$225

Includes educational materials, breakfast each day and lunch on Wednesday and Thursday.

Total: _____

Deadline is Friday, August 28.