



Municipal Clerks and Treasurers Institute

Year 1 | Session B
February 11 – 13, 2026

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

Wednesday, February 11

7:30 – 8:00 a.m. **Registration**

8:00 – 10:00 a.m. **Meeting Administration and the Municipal Clerk**

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

Participants will learn best practices regarding effective meeting management. Specific topics of discussion include agenda development, minute taking, public comment and prayer at meetings.
Role of the Municipal Clerk (2 hours)

10:00 – 10:15 a.m. **Break**

10:15 a.m. – 12:15 p.m. **Financial Management: Bonds and Financing Projects**

Lawrence Flynn, Partner, Pope Flynn Group

This session will provide participants with a clear understanding of the legal debt instruments that are available to municipalities under South Carolina law and how to properly execute them. Learn how cities and towns can best prepare to seek and issue debt.
Financial Management (2 hours)

12:15 – 1:30 p.m. **Lunch and Roundtable**
(Roundtable 1.25 hours)

1:30 – 4:30 p.m.

Preventing Municipal Fraud – Would You Notice if Millions Went Missing?

Larry Finney, Partner, Greene Finney, Cauley, LLP

All the Queen's Horses is the story of how as the city comptroller of Dixon, Illinois, Rita Crundwell was able to steal over \$53 million of public funds. Attendees will watch the documentary and then discuss what we can learn that can help us reduce the risk of fraud at our municipalities.
Financial Management (3 hours)

4:30 p.m.

Adjourn

Thursday, February 12

8:00 – 9:30 a.m.

Powers and Forms of Government

*Desirée Fragoso, Field Services Manager,
Municipal Association of SC*

Get a detailed overview of the scope and structure of municipal government in South Carolina.

9:30 – 9:45 a.m.

Break

9:45 a.m. – 12:15 p.m. **Trust, Communication and Conflict: Oh My!**

Christina Isenhowser, EAP Consultant, First Sun EAP

This interactive session is designed to strengthen trust, communication and conflict management skills. These skills can be applied at work or home. Learn about Charles Feltman's trust model and how to use empathy to foster understanding and connection with others.
Interpersonal Skills (2.5 hours)



12:15 – 1:30 p.m.

Lunch and Roundtable
(Roundtable 1.25 hours)

1:30 – 4:30 p.m.

Overview of Business License Administration

Caitlin Cothran, Manager for Local Revenue Services, Municipal Association of SC

Business license revenues represent a significant portion of most municipal budgets. This comprehensive session provides participants with the basic skills and knowledge to adopt and implement business license ordinances and collect business taxes.
Business License Administration (3 hours)

Friday, February 13

8:30 – noon

Better Decisions, Stronger Outcomes

Jeanne D'Orleans, Facilitator, Aligned Learning

We are bombarded with decisions every day. Sometimes the answer is easy. Other times, we have to analyze the situation from different angles. Get tips on how to analyze situations, anticipate outcomes and make ethical choices.
Decision Making (3.5 hours)

SC Municipal Clerks and Treasurers Institute

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. To learn more about these requirements, contact Elizabeth Copeland at ecopeland@masc.sc or 803.933.1257.

Scholarship

At each session, the Municipal Finance Officers, Clerks and Treasurers Association awards a scholarship to attend MCTI. The scholarship recipient receives \$225 for each session necessary to complete the institute's six sessions. The scholarship, a value not greater than \$1,350, 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, January 23. Submit scholarship applications by email to Elizabeth Copeland at ecopeland@masc.sc

Contact Information

Elizabeth Copeland

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Municipal Association
of South Carolina

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Columbia, SC 29211
www.masc.sc

The Municipal Clerks and Treasurers Institute is sponsored by the Municipal Association of South Carolina, the Joseph P. Riley Jr. Center for Livable Communities at the College of Charleston, and the SC Municipal Finance Officers, Clerks and Treasurers Association.



Registration Information

The \$225 registration fee covers continental breakfast each day, lunch on Wednesday and Thursday, drinks, educational materials and other session information. **The registration deadline is Friday, January 30.** 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

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

For special dietary requests, contact Susan Walters at swalters@masc.sc or 803.933.1276 as soon as possible and we will accommodate if possible.

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 get the group rate, breakfast is included with your room reservation.

Parking: \$20/day

Check-in: 3 p.m.

Checkout: 11 a.m.

The hotel reservation deadline is Friday, January 16.

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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.)

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

Person Completing Form

Name

Phone

Meeting Registration

\$225

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