

# SC Business Licensing Officials Association SC Municipal Finance Officers, Clerks and Treasurers Association

1411 Gervais Street | PO Box 12109 | Columbia, South Carolina 29211  
803.799.9574

## PROOF OF ATTENDANCE

**Sponsor:** SC Municipal Finance Officers, Clerks and Treasurers Association  
and SC Business Licensing Officials Association


**Program Name:** 2022 Joint Annual Academy

**Date and Time:** October 25– 28, 2022

**Location:** Crowne Plaza North Augusta, North Augusta, SC

## SPONSOR INFORMATION

Sponsor Representative  
Kailin Bethel  
Municipal Association of SC

  
Sponsor Representative, Signature

## TO BE COMPLETED BY ATTENDEE

By signing below, I certify that I attended the activity described above. I am entitled to claim a total of \_\_\_\_\_ **CMC/MMC\*** educational points as determined by the International Institute of Municipal Clerks. IIMC awards one educational point for every four hours of class time. (Use the Points Tracking sheet to determine points)

By signing below, I certify that I attended the activity described above. I am entitled to claim a total of \_\_\_\_\_ **APT\*** credit hours. If I am seeking APT credit, I will turn in the proper paperwork to the appropriate organization.

**\*Should you either arrive late or leave any session early, your credit hours MUST be adjusted accordingly.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Organization

## IIMC CERTIFICATION

I have verified that all requirements to receive IIMC certification credits have been met.

\_\_\_\_\_  
Kendra B. Stewart, Ph.D.  
Joseph P. Riley, Jr. Center for Livable Communities  
College of Charleston

\_\_\_\_\_  
Date

## 2022 BLOA/MFOCTA Joint Academy

### Wednesday, October 26

<input type="checkbox"/>	<b>1:45 – 3:00 p.m. A Deep Dive into the SC Freedom of Information Act</b> <i>Eric Shytte, General Counsel, Municipal Association of SC</i>	CMC/MMC: 1.25 hours
<input type="checkbox"/>	<b>3:15 – 5:15 p.m. Riverside Village Development</b> <i>Rachelle Moody, Assistant City Administrator, City of North Augusta</i>	CMC/MMC: 2 hours

### Thursday, October 27

<input type="checkbox"/>	<b>9:00 – 11:00 a.m. Finders Keepers</b> <i>Shellie Haroski, Find Great People, LLC</i>	CPFA: 1   CMC/MMC: 2 hours
<input type="checkbox"/>	<b>11:15 a.m. – noon Legislative Outlook and What It Means for Your City</b> <i>Scott Slatton, Director of Advocacy and Communications, Municipal Association of SC</i>	CPFA: 0.375   CMC/MMC: 0.75 hour
	<b>Breakout Sessions: 1:15 – 2:15 p.m.</b>	
<input type="checkbox"/>	<b>*What is a Single Audit, and How Do I Prepare?</b> <i>Larry Finney, Partner, Greene, Finney, Cauley, LLP</i>	CPFA: 0.5   CMC/MMC: 1 hour
<input type="checkbox"/>	<b>*Running Effective Council Meetings</b> <i>Helen McFadden, Certified Parliamentarian</i>	CMC/MMC: 1 hour
	<b>Breakout Sessions: 2:30 – 3:30 p.m.</b>	
<input type="checkbox"/>	<b>*What State-funded Grants Are Available</b> <i>Jackie Mack, Special Projects Director, SC Rural Infrastructure Authority</i>	CPFA: 0.5   CMC/MMC: 1 hour
<input type="checkbox"/>	<b>*Running Effective Council Meetings (continued)</b> <i>Helen McFadden, Certified Parliamentarian</i>	CMC/MMC: 1 hour

### Friday, October 28

#### Breakout Sessions: 9:00 – 10:00 a.m.

<input type="checkbox"/>	<b>*New Council and Board Member Orientation</b> <i>Amber Barnes, CMC, Assistant Town Administrator, Town of Pendleton</i>	CMC/MMC: 1 hour
<input type="checkbox"/>	<b>*Swap Shop on Budgeting, Internal Controls and Best Practices</b>	CPFA: 0.5   CMC/MMC: 1 hour

**Grand total hours/points claimed. Enter the total on the Proof of Attendance Sheet.**  
CMC/MMC maximum hours to claim – **9** and maximum points to claim – **2.25**  
CPFA maximum points to claim – **2.875**

\*If you are seeking CMC/MMC hours, complete a KTQ for each session you attend. Then send this form and all KTQs to Kailin Bethel at kbethel@masc.sc for approval.

\*Concurrent Sessions