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

**PROOF OF ATTENDANCE**

and SC Business Licensing Officials Association

**Program Name:**  2023 Joint Annual Academy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date and Time:** Tuesday, October 24 – Friday, October 27, 2023

**Location:**  Marina Inn at Grande Dunes, Myrtle Beach, SC

**SPONSOR INFORMATION**

Sponsor Representative

Kailin Bethel Municipal Association of SCSponsor 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. Date

Joseph P. Riley, Jr. Center for Livable Communities

College of Charleston

***Tuesday, October 24***

**2:00 – 3:00 p.m. Preventing Fraud in Your Municipality** *CMC/MMC: 1 hour, CPFA: .50 point*

 *Mayor Britton Plath, Communications Officer, SC National Guard*

 *Matthew Wright, Fraud Examiner, SC Law Enforcement Division*

***Breakout Sessions: 3:15 – 4:15 p.m.***

***\*Swap Shop for Finance Officers*** *CMC/MMC: 1 hour, CPFA: .50 point*

***\*Swap Shop for Clerks*** *CMC/MMC: 1 hour*

***Wednesday, October 25***

**9:00 – 10:00 a.m. Succession Planning: Building Future Leaders**

 *CMC/MMC: 1 hour, CPFA: .50 point*

*Lee Frazier, City Clerk, City of Birmingham, AL and IIMC Region 3 Director*

**10:15 – 11:15 p.m. Council of Errors**  *CMC/MMC: 1 hour*

*MFOCTA Board of Directors*

**1:45 – 2:45 p.m. Municipal Advocacy and the Legislative Process**

 *CMC/MMC: 1 hour, CPFA: .50 point*

*Scott Slatton, Director of Advocacy and Communications, Municipal Association of SC*

 **3:00 – 4:00 p.m. First Amendment Audits** *CMC/MMC: 1 hour, CPFA: .50 point*

 *Eric Shytle, General Counsel, Municipal Association of SC*

***Thursday, October 26***

**9:45 – 11:45 a.m. Creating a Drama-free Work Environment**

*Tony C. Taylor, Founder, Tony C. Taylor Consultants CMC/MMC: 2 hours, CPFA: 1.0 point*

**2:00 – 3:00 p.m. The Assessment and Appeals Process** *CPFA: .50 point*

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

**3:15 – 4:15 p.m. Business License Trivia**  *CPFA: .50 point*

**Grand total hours/points claimed. Enter the total on the Proof of Attendance Sheet.**

CMC/MMC maximum hours to claim **–** **8** and maximum points to claim – **2**

CPFA maximum points to claim – **5**

\*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.