

November 24, 2020

Kevin Bronson
City Administrator City of Westminster
PO BOX 399
Westminster, SC 29693-0399

Dear City Administrator Bronson:

Please find enclosed all necessary information for registering elected officials for the Municipal Elected Officials Institute of Government's upcoming training sessions. All training sessions will take place online as virtual sessions. Register at www.masc.sc (keyword: MEO). Deadlines and fees noted below.

- **IMPORTANT:** To participate in the virtual training online officials must have an email address in our system before registering for any session. Please check this before you register.
- **MEO Sessions A and B:** Officials can take one or both sessions online as needed on Tuesday, January 19. "MEO Session A" will be held from 8 a.m. – 12 p.m. and "MEO Session B" from 1:30 – 5:30 p.m. The registration fee is \$50 for each session. The registration deadline is Friday, January 15.
- The five other MEO Institute classes are \$35 each and can be taken online immediately as on-demand classes. If officials are planning to have their name included with the February graduating class they must complete these five on-demand classes by Tuesday, January 19.
- **Advanced MEO Institute:** Advanced MEO is offered exclusively to MEO Institute graduates. Officials can take one or both sessions online as needed on Thursday, January 21. "Advanced Leadership and Governance" from 8 a.m. – 12 p.m. and "Advanced Budgeting and Finance" from 1:30 – 5:30 p.m. The registration fee is \$50 for each session and the deadline is Tuesday, January 19.
- **Access MEO Institute transcripts:** Each municipal clerk has access to MEO Institute transcripts for their elected officials, go to www.masc.sc (keyword: MEO). Please review the transcripts carefully before registering an elected official for a class. No refunds or registration changes can be made after the deadlines. We must be notified on or before the designated deadline.

If you have any questions about the classes or registration, contact Christine Sumter at 803.933.1208 or csumter@masc.sc.

Best regards,



Urica P. Floyd
Staff Associate for Distance Learning
Municipal Association of South Carolina



**Municipal Elected Officials Institute of Government
Virtual Training via GoToWebinar
Tuesday, January 19, 2021**

Session A
Virtual

Moderator: Jeff Shacker, Field Services Manager, Municipal Association of SC

- 8:00 – 8:10 a.m.** **Welcome**
Todd Glover, Executive Director, Municipal Association of SC
- 8:10 – 9:20 a.m.** **The City as an Employer**
Linda Edwards, Attorney, Gignilliat, Savitz & Bettis, LLP
- 9:20 – 9:30 a.m.** **Break**
- 9:30 – 10:40 a.m.** **Visioning, Strategic Planning and Goal Setting**
Jeff Shacker, Field Services Manager, Municipal Association of SC
- 10:40 – 10:50 a.m.** **Break**
- 10:50 – 11:50 a.m.** **Conducting Public Meetings**
Charlie Barrineau, Field Services Manager, Municipal Association of SC

Mayor Frank McClary, Town of Andrews
- 11:50 a.m. – noon** **Wrap-up Discussion and Reminders**

Attendance is recorded throughout the virtual meeting. Your participation in the entire virtual meeting is the official record of your attendance to receive MEO Institute credit.



**Municipal Elected Officials Institute of Government
Virtual Training via GoToWebinar
Tuesday, January 19, 2021**

Session B
Virtual

Moderator: Charlie Barrineau, Field Services Manager, Municipal Association of SC

- 1:30 – 1:40 p.m.** **Welcome**
Todd Glover, Executive Director, Municipal Association of SC
- 1:40 – 2:50 p.m.** **Business License Tax Administration**
Caitlin Cothran, Manager for Collection Programs, Municipal Association of SC

Melissa Harrill, Research and Legislative Liaison, Municipal Association of SC
- 2:50 – 3:00 p.m.** **Break**
- 3:00 – 4:10 p.m.** **Ethics and Public Accountability**
Meghan Walker, Executive Director, SC State Ethics Commission
- 4:10 – 4:20 p.m.** **Break**
- 4:20 – 5:20 p.m.** **Liability of Municipalities and Their Elected Officials**
Eric Shytle, General Counsel, Municipal Association of SC
- 5:20 – 5:30 p.m.** **Wrap-up Discussion and Reminders**

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**Municipal Elected Officials Institute of Government
Virtual Training via GoToWebinar
Thursday, January 21, 2021**

Advanced Leadership and Governance

Virtual

*Conducted by Carolyn Sawyer
Founder and Chief Executive Officer, Tom Sawyer Company*

Moderator: Sara Whitaker, Staff Associate for Affiliate Services, Municipal Association of SC

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|---------------------------|---|
| 8:00 – 8:10 a.m. | Welcome
<i>Sara Whitaker, Staff Associate for Affiliate Services, Municipal Association of SC</i> |
| 8:10 – 9:20 a.m. | Leadership: Effective Communication Strategies I |
| 9:20 – 9:30 a.m. | Break |
| 9:30 – 10:40 a.m. | Leadership: Effective Communication Strategies II |
| 10:40 – 10:50 a.m. | Break |
| 10:50 – 11:50 a.m. | Leading Through an Issue Storm |
| 11:50 a.m. – noon | Wrap-up Discussion and Reminders |

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**Municipal Elected Officials Institute of Government
Virtual Training via GoToWebinar
Thursday, January 21, 2021**

Advanced Budgeting and Finance

Virtual

Moderator: Sara Whitaker, Staff Associate for Affiliate Services, Municipal Association of SC

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|-------------------------|---|
| 1:30 – 1:40 p.m. | Welcome
<i>Sara Whitaker, Staff Associate for Affiliate Services, Municipal Association of SC</i> |
| 1:40 – 2:50 p.m. | Municipal Debt and Debt Administration
<i>Ray Jones, Partner, Parker Poe Attorneys & Counselors at Law</i>

<i>Emily S. Luther, Partner, Parker Poe Attorneys & Counselors at Law</i> |
| 2:50 – 3:00 p.m. | Break |
| 3:00 – 4:10 p.m. | Understanding Your Financial Statements, Audit and CAFR Reports
<i>TBD</i> |
| 4:10 – 4:20 p.m. | Break |
| 4:20 – 5:20 p.m. | Legal Mandates and Budget Best Practices
<i>Charlie Barrineau, Field Services Manager, Municipal Association of SC</i> |
| 5:20 – 5:30 p.m. | Wrap-up Discussion and Reminders |

Attendance is recorded throughout the virtual meeting. Your participation in the entire virtual meeting is the official record of your attendance to receive Advanced MEO Institute credit.