SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE

MINUTES OF THE COMMITTEE MEETING

 **Monday, June 24, 2013**

**Telephone Conference Meeting**

**10:00 a.m.**

Members Participating: Dennis Lambries, *Vice-Chairman;* Cliff Ellis, Phil Lindler, and Donna London, *Committee members*.

Members Excused Absence: Steve Riley, *Chairman*

Guests: Amy Lindler, Municipal Association of South Carolina

1. **CALL TO ORDER**

Vice-Chairman Lambries called the meeting to order at 10:00 a.m. He reminded the Committee that Chairman Steve Riley had recused and would not be participating since he is on the Board of Directors of the Municipal Association of South Carolina.

1. **FREEDOM OF INFORMATION ACT COMPLIANCE**

**Public notification of this meeting has been published, posted, and mailed in**

**compliance with the Freedom of Information Act**

1. **APPROVAL OF MINUTES**

None.

1. **NEW BUSINESS**
2. Consideration of a request for accreditation of the Municipal Association of South Carolina (MASC) Online Training Program as continuing education courses which consists of the following 30 minutes courses:
	1. Ethical Behavior for Elected officials
	2. Ethical Behavior for Local Government
	3. Meeting Management
	4. Parliamentary Procedures
	5. Running an Effective Board Meeting

Donna London moved to approve. Cliff Ellis seconded. After discussion, it was the consensus of the Committee to approve the request with the following conditions:

1. Each individual course will not be offered in consecutive years unless a major course revision is implemented by LocalGovU.
2. The five (5) courses identified above are approved for three years.
3. MASC will collect meta-data on usage for review upon re-evaluation. This data should include, but not be limited to: the organization of the individual completed the course, when the course was completed, evaluation/feedback comments, any contact made to clarify content of the course. Unless written permission is provided, no data that could be used to identify any individual will be collected.
4. **ADJOURNMENT**

Donna London moved to adjourn. Phil Lindler seconded. The vice-chairman adjourned the meeting at 10:26 a.m.