

ACCOMMODATIONS

The Heritage Inn & Suites 1212 Stone Creek Drive (620) 277-7477

A block of 40 rooms has been reserved under "AAKC" for a rate of \$85/night.

Reservations need to be made by **March 27, 2019** Check-in is at 3:00 p.m. and check-out is at 11:00 a.m. Please bring your tax exempt form for check-in.



Garden City's newest property invites you to experience, plush bedding, flat screen TV's, and full breakfast, during your stay in the area.

The Heritage Inn & Suites is conveniently located in Southwest Kansas in Garden City, next door to Old Chicago and within minutes of shopping, downtown area and many other local restaurants.

Question about Garden City area, please call
Celyn Hurtado at 620-276-1161 (w)
or 620-271-4690 (c)

Who We Are

The Administrative Assistants of Kansas Cities (AAKC) was formed from a desire to promote and improve proficiency of its members and public administration in Kansas, and provide a network of information, ideas and support to its members.

This organization meets semi-annually at various AAKC member cities across the State. A two-day Spring Conference is held in April and the Fall Conference is held on the second week in September, beginning on a Thursday afternoon, adjourning early afternoon on Friday. Members have an opportunity to participate in training classes on various career-related topics, mobile tours of city projects, informational presentations from community leaders and city administrators, the AAKC Business Meeting, and invaluable networking.



AAKC Spring Conference

April 10-12, 2019



2019 AAKC Spring Conference

Wednesday, April 10

- Early Bird Activities
- 3:00 p.m. Hotel Check-in
- 3:45 p.m. Bus tour of Garden City meet in Hotel Lobby
- 5:15 p.m. Welcome by Mayor Dan Fankhauser
- 6:30 p.m. Dinner (on your own) at the newly opened Flat Mountain Brewhouse 207 N. Main Street Boom Town presentation by Johnetta Hebrlee, Finney County Historical Society

Thursday, April 11

**City of Garden City
Administrative
Center - 301 N. 8th Street**

- 7:45 a.m. Rolls, donuts & Coffee at City Admin Center
- 8:05 a.m. Welcome by City Manager Matt Allen
- 8:15 a.m. Active Shooter Training - Garden City Police Dept.
- 11:15 a.m. Break
- 11:30 a.m. Stop the Bleed Training - Garden City Police Dept.

Thursday, April 11 continued

- 1:15 p.m. Lunch by Cabana Mexican Grill
- 2:30 p.m. All the Queens Horses - Ethics Training –Human Resources Director Allie Medina
- 4:00 p.m. Break
- 6:00 p.m. Dinner catered by Webb's BBQ at City Admin Center
- 7:00 p.m. You Are An Essential Piece - Garden City Arts 318 N. Main Street

Friday, April 12

- 8:00 a.m. Muffins and Danishes at Hotel
- 8:15 a.m. Committee meetings
Member Relations/Public Affairs
Membership
Professional Development
Publications/Media
- 9:15 a.m. Break
- 9:30 a.m. You're Criticizing All Wrong – Jennifer Cunningham, Assistant City Manager
- 10:45 a.m. Business Meeting
- 12:00 p.m. Lunch catered by Old Chicago and optional Gift Exchange (\$20 limit)

Registration

(Due by March 29, 2019)

____ \$0 Wednesday evening
____ \$150 Thursday and Friday

Name

Title

City

Address

City, State, Zip

Phone

E-mail

Spouse/Guest Name

Make check payable to AAKC and mail with conference registration by March 29, 2019 to:

**Brenda Long, AAKC Treasurer
PO Box 768
Olathe, KS 66051**

Phone: 913-971-8940

Fax: 913-971-8703

E-mail: bdlong@olatheks.org

ACCOMMODATIONS

SpringHill Suites Marriott I Riverfront, Lawrence KS 785.841.2700

A block of 25 rooms has been reserved under "AAKC" for a rate of \$104/night.

Reservations need to be made by August 22, 2019 Check-in is at 3:00 p.m. and check-out is at 12:00 p.m. Please bring your tax exempt form for check-in.



The SpringHill Suites by Marriott is conveniently located directly east of City Hall and the north end of historic downtown Massachusetts Street.

Question about the Lawrence area, please call
Bobbie Walthall at 785.832.3400 (w)
or 785.312.0250 (c)

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AAKC Fall Conference

Sept. 12-13, 2019



City of Lawrence

2019 AAKC Fall Conference

Thursday, September 12

Pre-Conference Activities

- 2:00 p.m. Meet in hotel parking lot (be sure to park in spots designated for Marriott)
- 2:15 p.m. Leave for tour of Allen Field House (Carpool required)
- 2:30 p.m. Tour Allen Field House
- 4:00 p.m. Hotel check-in and free time
- 6:00 p.m. Dinner (on your own) Lawrence Beer Company 826 Pennsylvania Street
- 6:30 p.m. Welcome from Mayor Lisa Larsen
- 7:30 p.m. Team Building Breakout Lawrence 727 Massachusetts Street Participants will split into groups and attempt to “Breakout” of themed rooms. Teamwork and problem solving will be the key to success!

Friday, September 13

City Commission Room First Floor of City Hall 6 E. 6th Street

- 7:45 a.m. Breakfast at Hotel
- 8:15 a.m. Welcome by City Manager, Craig S. Owens
- 8:30 a.m. Habits—How they can work for you in your professional and personal life
Diane Stoddard
Assistant City Manager
- 10:00 a.m. Break/Check out from Hotel
- 10:30 a.m. Committee meetings
- 11:00 a.m. Business Meeting
- 12:00 p.m. Lunch catered by McLain’s Market



Registration

(Due by August 31, 2019)

____ \$50 Conference Fee

Name

Title

City

Address

City, State, Zip

Phone

E-mail

Spouse/Guest Name

Make check payable to AAKC and mail with conference registration by August 31, 2019 to:

Brenda Long, AAKC Treasurer
PO Box 768
Olathe, KS 66051

Phone: 913-971-8940

Fax: 913-971-8703

E-mail: bdlong@olatheks.org

AAKC

FALL 2019 CONFERENCE

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SPEAKER PRESENTATION

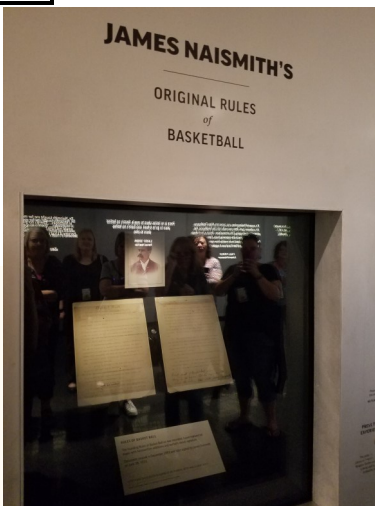
2019 FALL CONFERENCE BUSINESS MEETING



WELCOME TO

Allen Field House Tour

After arriving in Lawrence, the members headed out for a tour of Allen Field House where we saw the official Rules of Basketball!





HABITS—HOW THEY CAN WORK FOR YOU IN YOUR PROFESSIONAL AND PERSONAL LIFE

Diane Stoddard, Assistant City Manager, spoke to the group about habits and how they can work for you in both your professional and personal life. The session was very informative and gave good insights on how to change habits and be successful at keeping the change!

BUSINESS MEETING

The Business Meeting was held on Thursday, where the group heard the Treasurer’s report and Committee reports. Elections for Vice-President and Treasurer were held. Congratulations to the newly elected officers—Holly McKain, Vice-President and Stacie Stromberg, Treasurer. Special thanks and shout out to outgoing officers, Cassie Johnson and Brenda Long for all that you have done over the past four years!

President Jennie Hiatt presented Terice Watts with her 10 years of service with AAKC. Congratulations Terice! Jennie also presented a thank you gift to our hostess, Bobbie Walthall.

FALL 2019 CONFERENCE



Members enjoyed dinner at Lawrence Beer Company and received a welcome from Mayor Lisa Larsen.

After dinner, the members visited Breakout Lawrence for a unique teambuilding experience! The members were split into four groups and had to beat the clock to escape from their perspective rooms! The team of Aliza Caldwell, Bobbie Walthall, Holly McKain, Kim Delana, and Caitlyn Alvarado were successful at “Breaking Out” of their room.



PICTURES

