

Accommodations

Holiday Inn

Express & Suites

110 E. Lafayette
(785) 263-4049

A block of 30 rooms has been reserved under “AAKC Conference” for a rate of \$89/night.

Reservations need to be made by March 15, 2017. 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.



Subdued rooms have flat-screen TVs with cable channels, work desks, microwaves, fridges and coffeemakers. Kids 19 and under stay free with an adult, and there's free wi-fi in every room, plus high-pressure shower heads in bathrooms. Suites, most with jacuzzis, add separate living areas with sofa beds and kitchenettes.

Hotel amenities include free buffet breakfast, an indoor pool, whirlpool and sauna, business and fitness centers, plus 1 boardroom and free parking.

**Questions? Contact Darlene or Jennie
785 -263-2550**

Who We Are

The Administrative Assistants of Kansas Cities (AAKC) was formed from a desire to promote and improve proficiency of it's members and public administration in Kansas, and provide a net- work of information, ideas and support to members.

This organization meets semi- annually at various AAKC member cities across the State. A two day spring conference is held on the first Thursday and Friday in April and the fall conference is held the second week in September, beginning on 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.



1992-2017

25th Anniversary

**Administrative Assistants
of Kansas Cities**

Spring Conference

April 5 – 7, 2017

Hosted By:
City of Abilene, Ks



2017 AAKC "25th Anniversary" Spring Conference

Wednesday, April 5 Early Bird

Activities

- 3:00 p.m. Hotel Check-in
- 4:30 p.m. Meet in Hotel Lobby to carpool to Dickinson County Historical Society (tour)
- 6:30 p.m. Dinner – Mr. K's Farmhouse

Thursday, April 6

- 8:00 a.m. Networking & Continental Breakfast, Civic Center
- 8:30 a.m. Welcome by Dee Marshall, Mayor
- 9:00 am Individual & Group Photos
- 11:00 am *"Civility—How We Lost It, How We Can Get It Back"* - Bernie Hayen
- 12:00 pm Lunch
- 1:00 pm Committees Meet
- 1:30 pm *"Public Law, Weapons & Self Defense in the Workplace"* – Dennis Weese

Thursday, April 6, - continued

- 2:30 pm Break
- 2:45 pm *"Under Pressure? Let's Make Sure It's Dinner and Not You!"* – Chef Alli
- 5:30 pm Seelye Mansion Tour
- 7:00 pm Dinner - Seelye Mansion

Friday, April 7

- 8:00 am Networking & Continental Breakfast, Civic Center
- 8:30 am AAKC Business Meeting Civic Center
- 10:00 am Break
- 10:30 am *"It's All About You! Only You Can Do You!"* – Dr. Marche Fleming-Randle
- 12:00 pm Lunch
- 12:30 pm Wrap-Up & Gift Exchange

Registration

(Due by March 15, 2017)

_____ Attending Wednesday

_____ \$ 75 Thursday Only

_____ \$ 50 Friday Only

_____ \$ 125 Full Conference

Name _____

City _____

Address _____

City, State, Zip _____

Phone & Email- _____

Make check payable to AAKC and mail with conference registration by March 15, 2017 to:

Brenda Long, AAKC Treasurer
PO Box 768
Olathe, KS 66062
Phone: 913-971-8940
Fax: 913-971-8703

AAKC

THE AAKC CONNECTION

SPRING 2017

Abilene, Kansas 25 YEARS!!

Inside this Issue:

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This is AAKC

President Jennie Hiatt, and Charter Member, Darlene Provance, welcomed the members to the City of Abilene for the 25th anniversary of AAKC which happened to also be Spring Conference!



The first stop in Abilene was a tour at Dickinson County Historical Society. Abilene is full of history not to mention wonderful chicken and breathtaking museums. Members of AAKC gained a lot more knowledge about how things used to be done in Abilene.

Business Meeting - 25 YEARS!!



A warm welcome given by the Mayor of Abilene, Dee Marshall, kicked off the day's events. Group and individual photos were taken to commemorate the 25th year of the organization. Bernie Hayen kept us all entertained with audience participation demos and his explanation of ways we can get Civility back! Dennis Weese, pictured bottom right, spoke on public law, weapons, and self-defense in the workplace. What a fantastic learning experience for all the members who attended this conference!



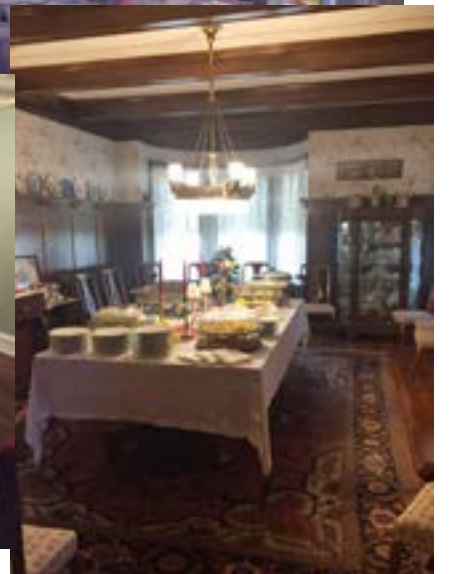
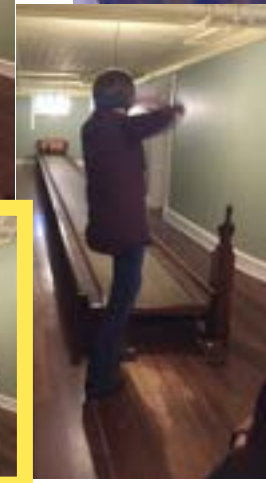
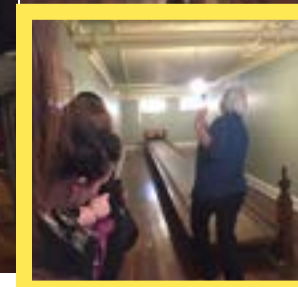
Denise Duerksen, Newton, presented the CMA Certificate to Terice Watts, Ark City. More information about this certificate and other awards offered through the AAKC organization can be found on our website at www.aakc.org

And then there was Chef Alli and Dr. Marche Fleming-Randle and the Seelye Mansion!!

If you know Dr. Marche Fleming-Randle, you can testify that she is an excellent speaker with a powerful personality to match. She had us laughing, crying, and understanding that, "It's All About You! Only You can do You!"

The lovely, Chef Alli, also graced us with her presence and impressed us all with her ability to make great food under pressure! We all are busy at our jobs, and it is nice to come home and make a meal that can be enjoyed by the whole family in a matter of minutes!

A wonderful, informative visit to the Seelye Mansion was part of this eventful conference as well. From the beautiful gardens, the elaborate staircases, and the bowling alley, to even eating in the dining room, a good time was had by all the members!



~Charter Members, friends and retirement~



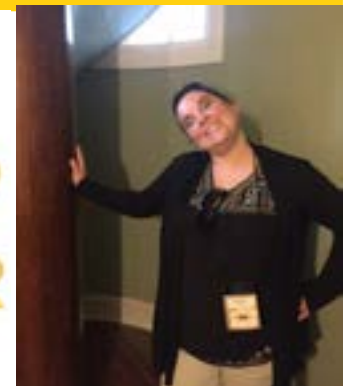
On January 7, 1992, the AAKC organization was established. So many supportive, empowering, professional women have been involved as members throughout the years! We congratulated two Charter Members, Darlene Provance, Abilene, and Denise Duerksen, Newton, at the Spring 2017 Conference. President, Jennie Hiatt, presented Darlene with a retirement gift on behalf of AAKC. She will be missed at her city but was voted in as an Honorary Member of AAKC so we all hope to see her at conferences down the road! Thank you to Denise and Darlene for providing such leadership and grace for 25 years in this organization!



THIS IS AAKC



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of Kansas Cities



AAKC

THE AAKC CONNECTION

FALL 2017



Richard U. Nienstedt, Ottawa City Manager

The Welcoming Committee

We were greeted by our fabulous hostess Charlotte Newkirk, accompanied by Glora Matthews and Amy Finch, as we entered Ottawa City Hall. Welcomed by City Manager Richard U. Nienstedt, thanking us for visiting Ottawa and all the things that we as Administrative Assistants do.



Charlotte Newkirk
AAKC Member



Glora Matthews
City of Ottawa Staff



Amy Finch
City of Ottawa Staff



Dinner

Delicious Bar-B-Que was enjoyed by all at Ottawa's Smoked Creations BBQ



Friday

An inspiring welcome was given by the mayor of Ottawa, Sara Caylor, Friday morning. Sara touched on the playful Ottawa initiative that has been incorporated in the last few years. Playgrounds and parks have been given attention as well as a play at work initiative, designed to help relieve stress in the work place. Some examples of their play include a hopscotch out front of City Hall as well as a life sized Light Brite just inside City Hall. Both are pictured below. All members were encouraged to get out and play during their visit in Ottawa. Go to our Facebook page and watch a member as she hopscotched out of city hall!



Sara Caylor
Ottawa Mayor



Business Meeting

A “Lessons Learned Panel Discussion” covered many topics. Members discussed pros and cons on an expansive list of software used amongst cities. Strength, leadership, and training were amongst group conversation, helping each other through experience, and helpful books.



Cont.

New ideas for membership recruitment and booth giveaways were main topics in the standing committee reports. Current Vice President, Cassie Johnson, and Treasurer, Brenda Long, were re-elected this year.

Upcoming Events:
Clerks Conference - Wichita – AAKC Booth
Spring 2018 AAKC Conference - Lenexa