

# 2016 AAKC Spring Conference

## Wednesday, April 6

### Early Bird Activities

- 3:00 p.m. Hotel Check-in
- 6:00 p.m. Meet in Hotel Lobby to carpool to Johnny Carino's at Village West
- 6:30 p.m. Dinner at Johnny Carino's

## Thursday, April 7

- 7:30 a.m. Breakfast at Hotel
- 9:00 a.m. Welcome by Kerry Green  
KCK Convention & Visitors Bureau, Inc.
- 9:15 a.m. Committee Meetings:  
 ♦ Member Relations/Public Affairs  
 ♦ Membership  
 ♦ Professional Development  
 ♦ Publications/Media
- 10:30 a.m. Break
- 10:45 a.m. AAKC Business Meeting
- 12:00 p.m. Lunch by Panera  
"Soup and Salad"  
Speaker: Rob Richardson,  
AICP—Director of UG  
Planning "What's  
Happening in KCK"
- 12:45 p.m. Break

## Thursday (continued)

- 1:00 p.m.. "Communication Essentials"  
Donna DeGarmo CAP-OM
- 3:00 p.m. Break
- 3:15 p.m. "Organization Skills Tips and Tricks"  
Colleen Neill, CAP-OM,  
MSAS, MA
- 5:15 p.m. Adjourn
- 6:30 p.m. Meet in Hotel Lobby to  
Carpool to Schlitterbahn
- 7:00 p.m.. "Murder Mystery Dinner"  
Catered by Famous Dave's  
BBQ

## Friday, April 8

- 7:30 a.m. Breakfast at Hotel
- 9:00 a.m. Kim Smoots, CAP-OM  
"Working with labels in  
Excel and Tips for pdfs"
- 10:00 a.m. Susan Meyer with  
Speakerusa "Strategies for  
that Difficult Conversation"
- 12:00 p.m. Lunch/Gift Exchange  
Box lunch with sandwich,  
chips, pasta salad, fruit and  
cookie by Judi's Bakery

## **Registration**

(Due by March 23, 2015)

\_\_\_ \$0 Wednesday evening  
\_\_\_ \$0 Conference Guest (Guest of )

\_\_\_ \$150 Thursday and Friday

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Spouse/Guest Name

Make check payable to AAKC and mail with  
conference registration by

March 23, 2015 to:

**Brenda Long, AAKC Treasurer**  
**PO Box 768**  
**Olathe, KS 66062**  
**Phone: 913-971-8940**  
**Fax: 913-971-8703**  
**E-mail: [bdlong@olatheks.org](mailto:bdlong@olatheks.org)**

## *Accommodations*

### **Comfort Suites**

#### **Speedway**

3000 North 103rd Terrace  
(913) 299-4466

A block of 30 rooms has been reserved under “AAKC Conference” for a rate of \$85/night.

**Reservations need to be made by**

**March 23, 2016. 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.



Queen and King Suites reserved – includes refrigerator, microwave, 32-inch flat screen TV, coffee maker, hair dryer, iron. All meetings will be in the hotel conference room. The hotel also has a fitness area and indoor swimming pool. Free hot breakfast is available for those staying at the hotel.

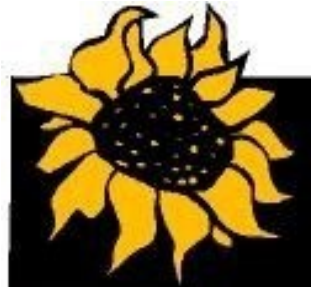
**Questions: Contact: Janet L. Parker, Coordinator at (Work) 913-573-5758 or (Cell) 913-208-5136**

## *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 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.



## **Spring Conference**

**April 6-8, 2016**

**Hosted By:**

**Unified Government of  
Wyandotte County/Kansas City,  
Kansas**



## WELCOME TO KANSAS CITY

## INSIDE THIS ISSUE:

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## Thank You to Hosts

Thanks to our hosts, Janet Parker and Janice Scott of Wyandotte Co/KCK, for devoting your time and energy to provide this important educational and networking opportunity. You rock!



The AAKC 2016 Spring Conference was held April 6-8 in Kansas City, Kansas. It was two full days of education, networking and learning from each other. As usual, we also had great food and great fun!

This conference was one of the best attended in AAKC history with 32 attending, including 3 new members and 3 guests. The conference also included changes to the traditional schedule which were well-received.

Kerry Green, KCK Convention & Visitor's Bureau, Inc. (right) welcomed the group on Thursday morning.



Kara Godfrey and Susan Wettstein enjoy barbecue at the dinner theater.



## UPCOMING CONFERENCES

September 2016—Winfield

April 2017—Abilene

## GETTING DOWN TO BUSINESS...

The AAKC business meeting followed committee meetings on Thursday mornings. Moving the business meeting to earlier in the schedule was a change that was well-received by members. It allowed committees and the organization as a whole to set goals early and continue communication throughout the conference.



AAKC Board opens the business meeting, (left to right) : Secretary Kara Godfrey, Vice President Cassie Johnson, Treasurer Brenda Long, and President Celyn Hurtado



### WELCOME TO NEW MEMBERS:

Susan Smith – City of Augusta

Janice Scott – Wyandotte County/KCK  
Unified Government

Stacie Stromberg – City of Lenexa



## WOMEN AND LEADERSHIP



We are proud to recognize members for their contributions and achievements.

Celyn Hurtado (photo, right) accepted the Certified Municipal Assistant Certificate presented by Denise Duerksen.

Kara Godfrey (below, right) was recognized for her service as Secretary. Kara's last day at the City of Iola was May 20.

Celyn Hurtado received the Nancy Crain Administrative Professional of the Year Award (pictured below). Past recipients Susan Wettstein and De Nelson were also present. The annual award recognizes one AAKC member for contributions to AAKC, their municipality or the profession.

Thank you and Congratulations to you all!



President Celyn Hurtado presents a gift to Secretary Kara Godfrey to recognize her years of service .



2016 Nancy Crain Administrative Professional of the Year award recipient Celyn Hurtado (center) with past recipients Susan Wettstein (left) and De Nelson (right).

## SPEAKERS SPOTLIGHT



*“Great minds discuss ideas.  
Average minds discuss events.  
Small minds discuss people.”  
~ Eleanor Roosevelt.*



Six wonderful speakers entertained and educated us.

Pictured above, clockwise: **Donna DeGarmo**, CAP-OM, Sprint, "Communication Essentials"; **Kerry Green**, KCK Convention & Visitor's Bureau, Inc., "Welcome"; **Susan Meyer**, "Strategies for that Difficult Conversation"; **Kim Smoots**, CAP-OM, "Working with labels in Excel and Tips for PDFs"; **Colleen Neill**, CAP-OM, MSAS, MA, "Organization Skills, Tips & Tricks"; **Rob Richardson**, AICP, Wyandotte County/KCK Unified Government, "What's Happening in Kansas City, Wyandotte County, Kansas".



## NETWORKING OPPORTUNITIES...



**“Lethal Luau” Murder Mystery Dinner  
At Schlitterbahn Water Park**

Members were treated to a murder mystery play on Thursday evening produced by and starring Janet Parker, her friends and family. Members wore tropical-themed shirts and were given Hawaiian leis and necklaces at the door. Dinner was catered by Famous Dave’s Barbecue.



Lois Landwehr and Kara Godfrey show off their Hawaiian style. Lookin’ good, ladies!



Members kicked off the conference with dinner at Granite City Wednesday night. Before dinner, some enjoyed shopping at The Legends. It took 5 large tables to accommodate us. Many stayed for dessert and more conversation, catching up with old friends and getting to know new friends.

**JOIN US FOR MORE FUN!**

NEXT conference: September 8-9, 2016—Winfield

# 2016 AAKC Fall Conference

## Thursday, September 8

- 3:00 p.m. Hotel Check-in
- 3:30 p.m. Committee Meetings in hotel conference room
- 4:30 p.m. Business Meeting in hotel conference room
- 6:00 p.m. Gottlob Lawn & Landscape  
5001 E. 9th Avenue



Dinner will be catered by Ranch House BBQ at Gottlob Lawn and Landscape (weather permitting). Dinner is included in registration.

We will tour Gottlob's and have a "make it-take it" class (self pay—\$5.00-\$20.00).

## Friday, September 9

- 8:00 a.m. Breakfast at Hotel
- 8:30 a.m. Welcome by Warren Porter, City Manager
- 9:00 a.m. Colin Hansen, Director Kansas Municipal Utilities
- 10:00 a.m. Break
- 10:30 a.m. Carina Anderson  
Word—Tips and Tricks
- 11:30 p.m. Box lunch from College Hill Coffee

After lunch, depart. Have safe travels !

Winfield City Hall, 200 E. 9th Ave.



## *Registration*

(Due by September 1, 2016)

\_\_\_ \$50 Thursday and Friday  
\_\_\_ \$40 Friday only

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Spouse/Guest Name

Make check payable to AAKC and mail with conference registration by  
September 1, 2016 to:

**Brenda Long, AAKC Treasurer**  
**PO Box 768**  
**Olathe, KS 66062**  
**Phone: 913-971-8940**  
**Fax: 913-971-8703**  
**E-mail: [bdlong@olatheks.org](mailto:bdlong@olatheks.org)**



## *Accommodations*

### **Quality Inn and Suites**

3800 Pike Road

Winfield, Kansas 67156

620-221-7529

A block of 30 rooms has been reserved at a rate of \$85.49/night.

**Reservations need to be made by**

**September 1, 2016. Be sure to mention "AAKC"**

**as the rest of the hotel is completely occupied.**

**Check-in is at 3:00 p.m. and check-out by 11:00**

**a.m.** Please bring your tax exempt form for check-in.



This hotel has been remodeled with all new furniture in the guest rooms. Amenities include a free hot breakfast, seasonal outdoor pool, fitness room, free WiFi, guest laundry and a business center.

#### **Contact:**

**Tiffany Parsons 620-222-7939**

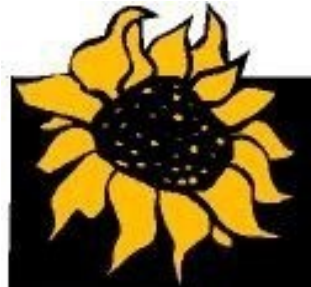
**Wilma Lister 620-222-5378**

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## **Fall Conference**

**September 8-9, 2016**

**Hosted By:**

**Winfield, Kansas**



AAKC

# THE AAKC CONNECTION

FALL 2016

**WINFIELD, KANSAS**

The AAKC 2016 Fall Conference was held in Winfield. At this conference we learned how to make succulents and how to keep them alive! It was a fun adventure just like always! Thank you Winfield ladies for hosting another a great conference! Pictured are: L-R Wilma, Tiffany and Carina.



## Inside this Issue:

Page 1 - Welcome to Winfield

Page 2 - Gifts and Business Meeting

Page 3 - Dinner and networking

Page 4 - Building friendships



The members who attended the conference display their 25 year jackets in a group photo. AAKC 25 years in 2017!!



# 2016 Fall Conference Business Meeting



Jennie Hiatt, Abilene, (middle) presents De Nelson, Wichita, (far left) and Jennifer Gutierrez, Dodge City, (far right) with gifts for being involved with AAKC for 10 years! Congrats ladies! Thank you for keeping all of us "newbies" in line! You have paved the way!



WHEN WOMEN SUPPORT EACH OTHER, INCREDIBLE THINGS HAPPEN.

After a day of learning we all enjoyed the evening networking at ... We all gathered for a delicious dinner before venturing to Gottlob!



Wilma introduces her boss Winfield City Administrator, Warren Porter. Mr. Porter spoke to us about how he loves to give Wilma a hard time and about all the exciting things that are happening in Winfield!



The business meeting was a success! Top right picture is Tiffany introducing Carina Anderson from Winfield who delivered a great presentation on how to use Microsoft Word. Below right, Colin Hansen, Director of KMU explained the trends and issues in the utilities industry.





Building friendships, making succulents! Both can last a lifetime!

