

ACCOMMODATIONS

AmericInn

3020 E. Kansas Avenue
(620) 272-9860

www.americinn.com/hotels/KS/GardenCity

A block of 30 rooms has been reserved under "AAKC" for a rate of \$83/night.

Reservations need to be made by March 21, 2014. 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.



The AmericInn Lodge & Suites Garden City, Kansas offers free, hot, home-style AmericInn Perk breakfast and free, hotel-wide, high-speed Internet. Guests also enjoy our inviting, indoor pool and hot tub. They offer comfortable, quiet guest rooms with a variety of amenities including suites with a whirlpools and fireplaces. All of our guestrooms have a microwave and refrigerator. The AmericInn Garden City hotel is conveniently located in Southwest Kansas in Garden City, next door to Applebee's and within minutes of enjoying the zoo and a picnic or a trip to play miniature golf.

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 on the first Thursday and Friday 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 2-4, 2014




2014 AAKC Spring Conference

Wednesday, April 2

Early Bird Activities

- 3:00 p.m. Hotel Check-in
- 4:00 p.m. Tour of Garden City
 Meet in Hotel Lobby to take bus tour with Superintendent of Public Grounds Alan Geier
- 6:30 p.m. Dinner (on your own) at Applebee's

Thursday, April 3

- 7:30 a.m. Breakfast at Hotel
- 8:15 a.m. Leave for City Admin.
- City of Garden City Administrative Center - 301 N. 8th Street**
- 8:30 a.m. Welcome by
 City Manager
 Matt Allen 
- 9:00 a.m. Fire Extinguisher
 Training - Garden City Fire Dept.
- 10:00 a.m. Break
- 10:15 a.m. Internal Theft Training -
 Garden City Police Dept.
- 12:00 p.m. Lunch
- 1:00 p.m. Active Shooter Training -
 Garden City Police Dept.

- 3:00 p.m. Break
- 3:30 p.m. Best Practices in Team Leadership—Jean Warta, Director of Continuing Education at Garden City Community College
- 5:00 p.m. Break before dinner
- 6:00 p.m. Dinner at Las Margaritas (301 N. Main Street) - Steve Dyer, President, Garden City Area Chamber of Commerce

Friday, April 4

- 7:30 a.m. Breakfast at Hotel
- 8:15 a.m. Leave for Finnup Center
- Finnup Center for Conservation Education - 312 Finnup Drive**
- 8:30 a.m. Welcome by
 Mayor Dan Fankhauser 
- 8:40 a.m. Walking tour of Lee Richardson Zoo
- 9:40 a.m. Break
- 9:50 a.m. Legislative Update -
 Commissioner Janet Doll 
- 10:20a.m. Business Meeting
- 12:00 p.m. Lunch/Gift Exchange

Registration

(Due by March 21, 2014)

____ \$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 21, 2014** to:

Darlene Provance, AAKC Treasurer
PO Box 519
Abilene, KS 67410

Phone: 785-263-2550

Fax: 785-263-2541

E-mail: adminasst@abilenecityhall.com

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Special Thank
You to GC!

What a great and hospitable place to visit!

The food was wonderful and the conference was very informative and hands on!

Thank you to the GC AAKC members for putting together an amazing conference!

WELCOME TO GARDEN CITY

The AAKC 2014 Spring Conference was held in Garden City. Located in the far west portion of the state, it was a lengthy travel for some. What a great time once we all arrived! GC is booming with new stores and restaurants and even more coming soon. We were told that 50% of their sales tax dollars comes from out-of-town visitors. As of the 2010 census, the city population was 26,658.



After check in and greeting other AAKC members first on the agenda was a tour of Garden City given by the GC Superintendent of Public Grounds, Alan Grier.

After the tour of Garden City, the members met at Applebee's for dinner and social hour. It was nice seeing everyone again and there were a few new faces to add to the fun as well.



The first training of the conference began with learning how to use a fire extinguisher and put out real flames. The GCFD was very informative and helpful during this exercise. They explained how important it was to have a fire extinguisher on hand in our homes.



The second training on the agenda was Internal Theft Training provided by Detective Freddie Strawder. He provided different scenarios of how internal theft can occur and what can be done to prevent it from happening. We were given a list of things to look for when questioning co-workers in a case of internal theft.



The Garden City Police Department walked all of us through different scenarios during the Active Shooter Training portion of the conference. It was very informative and a whole lot of fun watching some of the training techniques.



BEST PRACTICES IN TEAM LEADERSHIP



Jean Warta, Director of Continuing Education at Garden City Community College, led the group in determining the kind of team oriented-employee each one was. D is for Dominance. Direct, straightforward and open to get results. I is for Influence. People in the "I" category appreciate co-workers being friendly and emotionally honest. S is for Steadiness. The "S" groups would like others to be relaxed, agreeable, cooperative and appreciative. C is for Conscientiousness. If one is in the "C" group they expect minimal socializing, details, details and accuracy. It is safe to say that all of the ladies learned a little more about themselves.

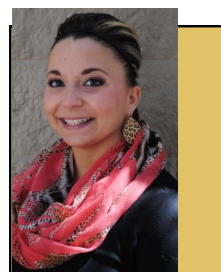
New members to appreciate!



**Ambria
Gilliland**
**Garden
City



Deb Hays
**Garden City

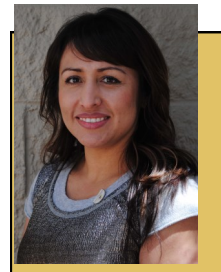


Miranda Benedict
**Garden City

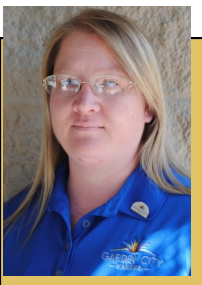


**Hillary
Draper**
**Emporia

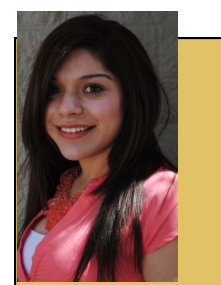
WELCOME!
Thank you for joining
such a wonderful
group!



Brenda Bedolla
**Emporia



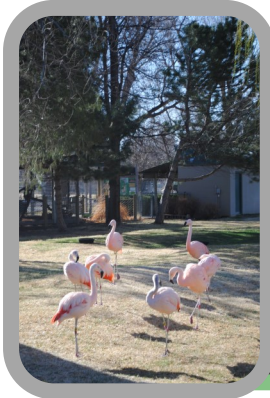
**Tabitha
Penick**
**Garden
City



Jellisa Lopez
**Garden City

Lee Richardson Zoo visit...

Visiting the zoo was a highlight of the conference. Feeding the elephant one of her small meals for the day was fascinating. Everyone loved Firecracker, the oldest red panda in North America...ever! He is only a couple of days older than the oldest red panda in the world...ever! He has not been told these facts!



WAY TO GO...



Congratulations to Jen Hiatt who received a pin from President Denise Duerksen for completing her Certified Municipal Assistant Certifications. Way to go Jen!



President Denise Duerksen presents the Nancy Crain AAKC Municipal Administrative Professional of the Year Award to De Nelson of Wichita. Her co-workers and peers agree that she is very deserving of the award! She is a dedicated and valued employee. Way to go De!

WRAPPING UP...



We wrapped up the conference with lunch and a business meeting. Minutes were approved, the treasurer's report was given, and standing committee chairs gave their reports.

We even had time for a funny group picture! Thanks GC! We had a wonderful visit! Everyone is invited to visit Lindsborg in the fall!

ACCOMMODATIONS

The Swedish Country Inn

112 W Lincoln
(785) 227-2985
Fax (785) 227-2795

www.swedishcountryinn.com

The Swedish Country Inn has 19 rooms available. This Inn is located within walking distance to the shops and conference center. The room rates vary. Full size bed, \$69/night; Queen, \$79/night and two beds \$90/night. Please call to reserve by August 25. Check-in is after 1:00 p.m., and check-out is at 11:00 a.m. Please bring your tax exempt form for check-in. Mention AAKC if you would like. A Swedish Buffet Breakfast is included in the price. Please visit their website for more info.

Seasons of the Fox

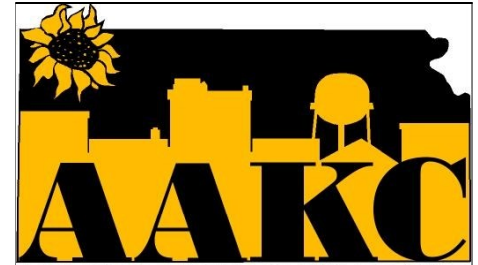
505 N Second Street
Lindsborg, KS 67456
(785) 227-2549/800-756-3596
www.seasonsofthefox.com

Seasons of the Fox has four rooms for rent. They should rent for \$85. Please mention you are with AAKC and need the government rate. Also, please remember you tax exempt form. Breakfast is included.

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Administrative Assistants of Kansas Cities

AAKC Fall Conference

September
11-12, 2014



Lindsborg, KS
Little Sweden, USA
Where you want to Be,
to Play, to Live, to Stay!

www.lindsborgcity.org

2014 AAKC Fall Conference

Thursday, September 11

Early Bird Activities

3:00 p.m. Hotel Check-in

3:45 p.m. Tour/City Projects with



CVB Director, Holly Lofton. (Meet at the Swedish Country Inn Lobby and take Trolley)



5:30 p.m. Dinner (on your own) at The Swedish Crown

Facebook: The Swedish Crown Restaurant

7:00 p.m. Bead Soup/Shopping

Bead Soup with Kathy Richardson at Small World Gallery in downtown Lindsborg.
www.ibiswoman.com

Facebook: Small World Gallery

(This will be a fun bead necklace making activity for all.) Some shops will be open late in honor of the AAKC guests.

Friday, September 12

Meeting to be held at the Sundstrom Conference Center
102 N Main, Lindsborg, KS 67456

7 - 8 a.m. Swedish Breakfast Buffet at Inn
(Pastries & fruit will be served at the conference as well for those not staying at either Inn)

8:30 a.m. Welcome by
Mayor Bill Taylor



8:45 a.m. Business Meeting

10:00 a.m. Break/Check Out

10:30 a.m. Self-Defense Methods and
Weapons Training with



McPherson Police
Officer Jerry Montagne

Noon: Lunch — Soup, Sandwiches, Salad

Have a safe trip home, Ladies!

Registration

(Due by August 25, 2014)

_____ \$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 25, 2014 to:

Darlene Provance, AAKC Treasurer
PO Box 519
Abilene, KS 67410

Phone: 785-263-2550 ext. 110

E-mail: adminasst@abilenecityhall.com

AAKC

THE AAKC CONNECTION

FALL 2014

WELCOME TO LINDSBORG



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- Wrapping up Pg. 6



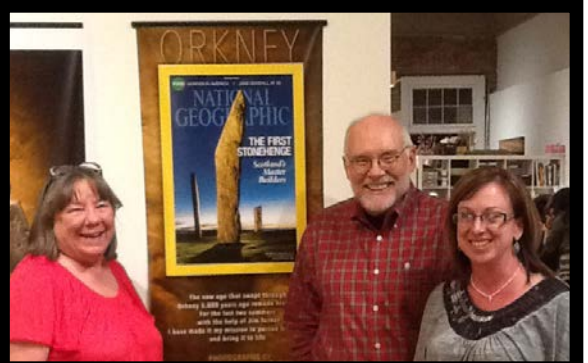
The AAKC 2014 Fall Conference was held in Lindsborg. The members took a tour around Lindsborg on the trolley with Holly Lofton, CVB Director, as their tour guide. It was a very breezy day for a tour.

Thank you for visiting the City of Lindsborg. The 2015 Spring Conference will be held in Olathe.



BEAD SOUP

Bead Soup, was a creative endeavor courtesy of IBISwoman Design and Small World Gallery in Lindsborg. The members created necklaces or bracelets with the help of Kathy Richardson, Small World Gallery Owner, and her staff.



A special thanks goes out to Kathy Richardson, her staff and Scott's Hometown Foods for providing a sweet snack during our time at the Bead Soup event. A good time was had by all!



Lois & Jennie pose with the famous photographer, Jim Richardson.



Self-Defense Methods & Weapons Training with McPherson Police Officer Jerry Montagne



(far left) Officer Jerry instructs Hillary, Emporia, how to properly use a can of mace. The “practice” mace, not silly string, is tested on the members. (above) (far right) Lois, Derby, is armed and dangerous!



Page, McPherson, defends herself against her attacker as instructed by Officer Jerry.



“I really can’t breathe,” Darlene, Abilene, says as Officer Jerry explains how she can get out of this particular hold as Brenda, Emporia, looks on.

Action sequences are her favorite! Outgoing President Denise, Newton, happily volunteers for the next defense demo. What a great leader!



Kara, Iola, attacks Officer Jerry as he shows the group another defensive move.



Terri, Lenexa, practices the correct way to kick an attacker as Cassie, Lindsborg, and Lois, Derby, hold the practice bags.

New to the group, Molly from Winfield, learns how to grab an attacker and take them down! Good job Molly! Welcome to AAKC!





Terice, Arkansas City, concentrates on defending herself against Officer Jerry.



Jennifer, Dodge City, waits on the instructions on how to defend herself.



Brenda, Olathe, is not sure about this defense method.

Get him Jennie! Jennie, Abilene, demonstrates the correct way to get away from an attacker.

Believe it or not Hillary, Emporia, this is not a Jr. High dance move. Officer Jerry shows the group how to grab belt loops and then knee the attacker. Brenda, Emporia, finds this move kind of funny.



Rita, Dodge City, is coached by Officer Jerry on the correct way to grab hold of an attacker and defend yourself.



Cassie, Lindsborg, learns how to take down Officer Jerry! He was a good instructor and the group learned a lot from him! Thank you Officer Jerry!



Officer Jerry teaches the group the correct way to throw a punch if you are attacked.



Pat, Winfield, gets ready to "punch" the correct way as shown by Officer Jerry.



Above right: Officer Jerry explains different defense strategies as well as what weapon would work best in any different situations. Left: Charolette, Ottawa, and Darlene, Abilene, run towards Lois, Derby, and Cassie, Lindsborg, to demonstrate the proper kicking technique.



Below: The group follows instructions given by Officer Jerry. This exercise had to do with being aware of your surroundings and also knowing how to be defensive should you be attacked by an intruder in dark places such as parking garages.





The business meeting included electing a new Secretary and a new President. Jennie, Abilene, is the outgoing Secretary and will be replaced by Kara, Iola, and outgoing President Denise, Newton, will be replaced by Celyn, Garden City.

Below: Outgoing President Denise, Newton, presents Charlotte, Ottawa, with her Certified Municipal Assistant Award.

The members wrapped up the meeting with committee reports. Everyone is invited to Olathe in the Spring of 2015!



Editor's Note: Apologies for the extended version of this AAKC Fall Newsletter there were just so many pictures that needed sharing. This is such a fun group to be a part of. It is always so wonderful to see all the members at the conferences each year! Thank you for participating in these exercises!