

AAKC NEWSLETTER

PRESIDENT'S CORNER

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Greetings from Lenexa!

We had a wonderful spring conference in Great Bend. A big thank you goes to our hostess, Megan Williams. Great Bend City Administrator Howard Partington gave us a very warm welcome and an excellent presentation. We had a great time learning about "The YOGOWYPI Factor" with Bill Cordes, an inspiring and energetic speaker. The Front Door building in Great Bend was a terrific venue for our conference. A highlight of our conference was a tour of the Great Bend Public Works Department complete with hands-on experience with front loaders and bucket trucks! Please check out our AAKC web site for virtual pictures of our conference. (Thank you to Barb Slagle and Megan Williams for their work on the web site.)

Additionally, please check out information about the AAKC committees on our web site. We have a description of the committee's responsibilities there, as well as the names of the Chair and members of each committee. If you have an interest in becoming a member of a different committee, please let me know. I encourage you to get actively involved in your committee. Share your ideas. Be proactive. According to our bylaws, a report on your committee's activities is due quarterly.

AAKC decided to sponsor a

booth at the October League Conference again. The 2005 LKM Annual Conference will be in Wichita, October 8-11, 2005. We will be putting together another basket of city items to give away at the conference. Please be thinking about what kind of gift your city could contribute to the AAKC basket. Please bring the gift to the AAKC fall conference in McPherson. The LKM Conference committee is: Nancy Crain, Lesley Shook, Susan Evenson, Linda Jones, Barb Slagle, and Carolyn Sturgeon. If you are planning to attend the LKM October Conference and would like to participate in this committee, please let me know. We will again have a LKM sponsored AAKC association breakfast during the LKM Conference at 7:30 a.m. on Tuesday morning, October 11, 2005. You are invited!

I received a letter from Nedra James of International City/County Management Association (ICMA), informing us of a write-up about AAKC in their publication, *Ideas in Action: A Guide to Local Government Innovation*. The write-up is under "Management, Finance & Administration," PRM-24, in Volume 10, Winter 2004. (See next page). I was very pleased with the recognition of AAKC and its certification program, and hope you are, too. Nedra asked if there are any other projects or innovative programs in our municipalities that would

be of interest to local governments elsewhere. She sent me a copy of their ICMA program information form and asked for future submissions. I think this would be another good way to promote AAKC, so if you have anything you'd like to submit, I can fax you the form and contact information.

I am already looking forward to our September fall seminar and association meeting in McPherson. Our newest member and fall seminar hostess, Sherry Conyers, has already visited with Denise and I, and we are excited about what McPherson has to offer us! Because time will be limited in September, it was suggested that we use technology/email to submit our best practices ideas and "What is happening in your town?" a couple of weeks before our fall seminar – and then we could provide a hand-out at the fall seminar. What do you think?

Congratulations to Barb Nelson, Ottawa, who was made an honorary member of AAKC at our spring conference.

Forms will be sent out in May asking for nominations for Vice-President and Treasurer. Please be thinking about who you'd like to nominate. Please keep in touch.

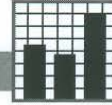
Best regards, Carolyn

AAKC MEMBERS

Boots, Barbie	Provance, Darlene
Conyers, Sherry	Razo, Linda
Crain, Nancy	Rodriguez, Michele
Cushenbery, Tami	Rowan, Susan
Duerksen, Denise	Shook, Lesley
Edmonds, Terri	Slagle, Barb
Evenson, Susan	Somerhalder, Sarah
Flores, Paula	Sturgeon, Carolyn
Jones, Linda	Thomas, Tracy
King, Pat	Turner, Beth Ann
Lister, Wilma	Wettstein, Susan
Masden, Sandie	Williams, Megan
Mitchell, Carol	Wilkerson, Martha
Moore, Laura	Windholz, Andrea
Passauer, Kelly	Wing, Doris
Patterson, Ruth	

AAKC PRESIDENT, CAROLYN STURGEON, GOES NATIONAL!

Management, Finance & Administration



PRM-24

Administrative assistants form association

More than 30 city administrative assistants in Kansas belong to the Administrative Assistants of Kansas Cities (AAKC). Members must be employed by a municipality with a manager or administrator and work directly with that administrator or manager as an administrative/executive assistant. The organization promotes and improves the proficiency of its members and of public administration in Kansas, and provides a network of information, ideas, and support. Like several of her peers, the executive assistant to the Lenexa, Kansas (40,000), city administrator is enrolled in AAKC's certified municipal assistant program. She earns points for her participation in AAKC seminars and her administrative experience. When she earns enough points to become certified, she will need to attend 20 hours of continuing education over three years to maintain her certification. AAKC also offers a fall meeting and a two-day conference every spring so that members can network and participate in training programs.

Carolyn Sturgeon
Executive Assistant to City
Administrator

City of Lenexa
12350 West 87th Street
Parkway
Lenexa, KS 66215

913/477-7550
Fax: 913/477-7569
E-mail:
csturgeon@ci.lenexa.ks.us
Web site: www.trails.net/aakc/

Purpose of the AAKC

The Administrative Assistants of Kansas Cities was founded for 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.

History

The Organization was formed on January 7, 1992 at a meeting attended by 17 secretaries from Kansas cities. On May 7, 1992, the Kansas Association of City/County Management voted to endorse and support AAKC. At that time a delegate from the organization approached the Kansas League of Municipalities to request admission. Administrative Assistants of Kansas Cities became an affiliate association of the League of Kansas Municipalities on July 16, 1992. In September of 2001, membership was expanded to include members who work directly under a department head, supervisor or administrator in the position of secretary or assistant.

AAKC Committees

Professional Development Committee
Education, training, promoting professionalism in

Public Affairs Committee
Liaison to League of Kansas Municipalities and KACM.

Publications Committee
Newsletter, history, brochures, brochures web site.

Membership Committee
Recruitment, involvement & retention, membership roster.

Public Relations Committee
Welcoming new members, directory, continued contact with membership throughout the year.

Meetings

The organization meets semi-annually. A two-day conference is held the first week in April and a day meeting is held the second Friday in September.

Membership Cost:
\$35.00 - per year.

Code of Ethics

Believing in Freedom throughout the World allowing increased cooperation between City Administrative Assistants and other officials, locally, state-wide and nationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a City Administrative Assistant:

To uphold the constitutional government and the laws of my community;

To be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and work to improve the quality and image of public service; and

To strive consistently to improve the administration of the affairs of City Government consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to City Government and the community.

These things I, as an Administrative Assistant in City Government, do pledge to do in the interest and purpose for which our government has been established.

Membership Application

Name: _____

Place of Employment: _____

Job Title/Department: _____

Work Address: _____

Phone: _____

Fax: _____

E-mail: _____

Activities and interests: _____

Signature: _____

Date: _____

Approved by: _____

Date: _____

(Mail completed form for Linda Allen, Membership Chair, City of Hutchinson, PO Box 1567, Hutchinson, MO 67501)

Members must:

Be employed by a municipality having a manager or professional form of government.

Work directly with the City Manager or Assistant City Manager in the position of Administrative Assistant or Secretary.

May serve a joint position within the City Government such as City Clerk, City Treasurer, etc.) OR

Work directly under a department head, supervisor, or administrator in the position of secretary or assistant.

AAKC MEMBERS SEND THEIR REGARDS. . .

Sherry Conyers: Looking forward to you all coming to McPherson in September - (September 9, 2005). We have some interesting and fun things planned, plus you will have the opportunity to visit some of our wonderful stores. In addition, the state fair starts that Friday—we are only 20 minutes away!

Susan Wettstein: Hi! I'm working on a committee to host a new festival in Garnett. The Anderson County Acorn Festival will be held on Saturday, Sept. 24th. For info check out the website: www.acornfest.com. Hope all is well your way!

Ruth Patterson: The AAKC Spring Conference was well put-together and very well-rounded in all areas; from the educational to the entertainment. It was a wonderful opportunity to network and enjoy being with your peers from across the state of Kansas. Again, a round of applause goes out to Megan for the great job in hosting the 2005 AAKC Spring Conference. Looking forward to the next one!

Doris Wing: The conference was

great, (I think Megan is a natural for planning this type of thing) and it was wonderful to see everyone again. Hays has a lot going on - our Home Depot is scheduled to open in mid-June, two commercial developments are gearing up (Home Depot is part of one that includes additional retail stores). The other commercial property is next to Wal-mart and will also add some retail stores. Three residential developments are in the initial stages of planning. We are annexing a lot of property. Commercial and residential streets are getting installed along with storm sewer projects. As you can see, we are BUSY!

Sandie Masden: The Dodge City Commission announced their choice for the new City Manager position at a press conference on Monday, April 18. Jeff Pederson of Vermillion, SD will be the new City Manager replacing John Deardoff who resigned effective March 4 to take a position in Hutchinson. Mr.

Pederson has 22 years experience in municipal government. He says he is excited about the prospect of the new position and is looking forward to the move to Dodge City. He will officially begin his position in Dodge City July 1.

Carol Mitchell: The City of Hutchinson welcomed new City Manager John Deardoff, formerly from Dodge City, on March 7, 2005. Hutchinson Councilmembers gave the go ahead to build a new \$650,000 animal shelter on land donated by the Hutchinson Correctional Facility. The facility should be up and running by the end of the year. A long-awaited Downtown Hutchinson Streetscape project began this week. The massive project involves more than \$4.5 million in improvements downtown.

Sarah Somerhalder: My boss, City Engineer Keith Beatty, was recently recognized by the City Commission for being awarded the Topeka Chapter Government Engineer of the

Year Award. With this selection, Keith will be their chapter's nominee for consideration of the statewide award. The City of Emporia won first in the best tasting water contest at the Kansas Rural Water Association Conference. Emporia has won three out of four times. Emporia represented the State of Kansas in the National Rural Water Association Conference in Washington D.C.

Linda Jones: Our city just finished our 2nd Annual Smoke in the Spring BBQ contest and was a huge success- check out our web page at www.smokeinthespring.org.

Wilma Lister: Within the next 30 days Winfield will be switching from chlorine to ozone for primary form of disinfection of our water. This is part of the \$6M project to upgrade our water plant. Ozone eliminates the taste and odor problems associated with algae in the lake. Winfield is preparing for its first annual Winfield Country Roundup scheduled for June 1-4 at the Winfield Fairgrounds. Some of the artists to perform are: Sawyer Brown, Little Texas, Blackhawk, Trick Pony, Neal McCoy, Mel Tillis, Lorrie Morgan, and The Nitty Gritty Dirt Band. Their website is www.winfieldcountryroundup.com

On the April 5th election, Winfield residents voted to have package liquor sales. Winfield has voted this down in the past. So, since April 6th we've had 5 requests for conditional use permits for retail liquor sales.

MEMBERSHIP QUESTION

Requests have been received to open membership in AAKC to other agencies such as counties and colleges. This question will be brought before the membership at our next meeting in

September. Please be prepared to discuss the pros and cons of this issue.

When AAKC was originally created, full membership status was only offered to secretaries/assistants of City Managers/

Administrators. This requirement has since been changed to allow full membership for City secretaries/assistants working directly under a Manager or Department Head/Supervisor.

SURVEY RESULTS

**AAKC Spring Conference
April 6-8, 2005
Great Bend, KS**

Ratings of this conference:

	Excellent	Good	Fair	Poor
Organization of Conference	12			
Bill Cordes Seminar	12			
Tour of Zoo	8	2		
Scanning & Power Point	Most said n/a	2	1	
Tour of Public Works Dept.	8	4		
Entertainment	6	4		
Meeting Facilities	12			
Meals	12			
Accommodations	1	9	2	
Overall Conference	12			

*12 surveys received – some didn't rate every item

What did you like most about the conference?

Bill Cordes was listed most often; Food was mentioned numerous times.

What did you like least about the conference?

Very little was mentioned here – the hotel was mentioned a few times; a couple mentioned not having time to have discussion about our cities; one mentioned the Scanning & Powerpoint session only because quite a few didn't attend it. Need to have time allocated for "what's going on in your city?"

What would you change about the hotel accommodations?

Quite a few commented on not having heat in the rooms and having to move, but otherwise the rooms were clean and nice. They commented the hotel staff was friendly and very accommodating.

Please list other topics you would like to learn about.

Customer service (most often listed; Word or Excel review; Working with .pdf files; Grant writing; Relaxation and stress management; organizational skills; staying motivated on the job

Which other Kansas city would you like to visit?

Member cities listed: Abilene (most often mentioned), Osage City, Parsons, Emporia, Hays, Independence

Non-member cities listed: Topeka, Manhattan, Salina

Comments:

Everyone commented that Megan did a great job (after all she got a 12 overall on her conference rating!)

"Enjoyed the Public Works Dept. They were nice & patient with us."

"Activities after lunch were appreciated."

"Really enjoyed the zoo."

"Megan had a good mix of activities and learning for us!"

"Her speaker was excellent! Three claps for Megan!"

"Megan put a lot of hard work and thought into it (the conference). She never did seem flustered about anything."

"Really appreciate all she did!"

"Megan should be commended for doing the AAKC logo and being such a good hostess after being in our group only 2 years!"

"Shopping at Penney's was a Great Experience and I left way more money in Great Bend than I should have."



That's a buzzard??????
Great Bend, Spring 2005



Sandie's a pro!
Great Bend, Spring 2005



Look! No hands!
Great Bend, Spring 2005

CMA

Make plans now to get your CMA! (Certified Municipal Assistant).

Basic requirements:

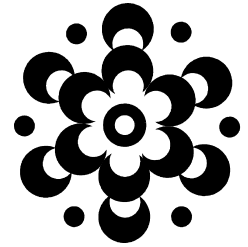
- Two year membership in AAKC
- Employed full time by Kansas municipality under City Manager form of government
- Employed for two (2) years w/same agency

- Earn a total of 100 education points and 50 experience points

All applications are subject to review by AAKC officers and Board. Cost is \$50.

Bring your application and \$50 fee to the September meeting for presentation of certification at the April 2006 meeting. Application forms will be available on the website soon.

If you have questions about the eligibility requirements, contact members of the Professional Development Committee.



A.A.K.C. EXECUTIVE BOARD

Carolyn Sturgeon President

City of Lenexa—csturgeon@ci.lenexa.ks.us

Susan Evenson Vice President

City of El Dorado—sevenon@eldoks.com

Barb Slagle Secretary

City of Dodge City—bars@dodgecity.org

Wilma Lister Treasurer

City of Winfield—wlister@winfieldks.org



A.A.K.C. COMMITTEES

PROFESSIONAL DEVELOPMENT

Sandie Masden - Dodge City - CHAIR

Michele Rodriguez - Emporia
Denise Duerksen - Newton
Ruth Patterson—League
Linda Jones—Osage City
President - Ex-Officio
Carolyn Sturgeon- Lenexa

PUBLIC AFFAIRS

Barbie Boots - Chanute - CHAIR

Tami Cushenbery - Emporia
Beth Ann Turner - Iola
Carolyn Sturgeon - Lenexa
Vice President - Ex-Officio
Susan Evenson - El Dorado

PUBLIC RELATIONS

Pat King - Winfield - Chair

Susan Wettstein - Garnett
Sarah Somerhalder - Emporia
Doris Wing - Hays
Andrea Windholz - Hays
Tracy Thomas - Wellington
Carol Mitchell - Hutchinson

PUBLICATIONS

Megan Williams - Great Bend - CHAIR

Nancy Crain - Arkansas City
Linda Jones - Osage City
Terri Edmonds - Lenexa
Secretary - Ex-Officio
Barb Slagle - Dodge City

MEMBERSHIP

Linda Razo - Hutchinson - CHAIR

Barbie Boots - Chanute
Darlene Provance - Abilene
Lesley Shook - Arkansas City
Martha Wilkerson - Parsons
Kelly Passauer - Independence
Paula Flores - Garden City
Treasurer - Ex-Officio
Wilma Huffman - Winfield

Web site address:

www.aaskc.org

Contact Megan at
meganw@greatbendks.net





Fall 2005 Newsletter

PRESIDENT'S CORNER

By: Carolyn Sturgeon, Lenexa



Administrative Assistants of Kansas Cities

Fall AAKC Meeting, McPherson, KS—"Focus on Business"

Sept. 9, 2005



Above: McPherson Opera House—AAKC was given a guided tour of this historic landmark that is now undergoing an extensive renovation



Above: Historic Downtown McPherson—AAKC members were able to browse the downtown area following lunch



Above: AAKC members pose for a group picture at The Button Hole, one of McPherson's fastest growing businesses



Left & Pictured Above: AAKC toured the Quiet Room—a suite with meeting rooms located above The Button Hole which is used for weddings, receptions, meetings, etc. for the community



Above: Sherry Conyers, McPherson, our hostess



Above: We enjoyed a delicious lunch at Amic's

Above: AAKC toured The Cook's Nook, a business in McPherson that has doubled in size and heard from the owner, Pricilla Smith, about her business philosophy and what steps she took to make her business successful in a small community.

FALL CONFERENCE MINUTES

Administrative Assistants of Kansas Cities Fall Business Meeting Minutes September 9, 2005 McPherson, Kansas

Members Presents:

Barbie Boots	Sherry Conyers	Nancy Crain
Denise Duerksen	Terri Edmonds	Susan Evenson
Paula Flores	Linda Jones	Pat King
Wilma Lister	Sandie Masden	Carol Mitchell
Darlene Provance	Linda Razo	Susan Rowan
Lesley Shook	Barb Slagle	Sara Somerhalder
Carolyn Sturgeon	Beth Ann Turner	Megan Williams

Guests Present:

Nancy Turnage, Augusta; Janice McCoy, Chanute

President Carolyn Sturgeon called the meeting to order.

Approval of Minutes of previous meeting on April 8, 2005.

The minutes were read over by the members and with no additions or corrections, they stand as read.

Treasurer's Report

A. Financial report

Wilma Lister presented the financial report. Pat King moved and Carol Mitchell seconded to approve the financial report as presented. Motion carried unanimously.

B. 2006 Budget

Wilma presented the 2006 Budget. She also recommended that the Treasurer's duties be amended to include purchasing gifts and other items for the Public Relations Committee. Sandie Masden moved and Denise Duerksen seconded to approve the 2006 Budget and to amend the Treasurer's duties as described previously. Motion carried unanimously.

Standing Committee Reports.

A. Professional Development

Sandie Masden reported that the Certified Municipal Assistant Application is now online. The committee will begin accepting applications this fall. The committee will review any applications they receive each fall and the Certified Municipal Assistant certifications will be awarded at the Spring meeting each year. She reminded everyone that a \$50.00 application fee should be included with each application. The application will be corrected to include the fee in the wording and it will be corrected on the web site also. She also reported that the committee will do another survey for topics that could be covered at our conferences for professional development.

B. Membership

Linda Razo reported that the Membership Application is now online, however the link needs to be fixed. Barb Slagle stated that she will fix the link and probably make a new page just for Membership. Linda also reported that Megan Williams has designed a new postcard for mailing to prospective members. This mailing could be done twice a year. Report items included:

1. New members are Sherry Conyers of McPherson, Janet Hackney of Gardner and Janise Enterkin of Sedgwick.
2. Letters of introduction, the "WE NEED YOU" brochure and a copy of the Fall Conference registration was sent to City Managers/Administrators of various Kansas Cities.
3. Lifetime membership was awarded to Barb Nelson of Ottawa as a Charter Member.

FALL CONFERENCE MINUTES, Continued**C. Publications**

Megan Williams reported the web site has been updated with two new links – Certification and Newsletter. The membership application has been added to the web site also. The postcard that Megan designed was discussed. A straw vote was held to decide on whether or not to add a picture of a young businessman to the postcard. It was the consensus of the group to add a picture of a young businessman to the card. Anyone needing business cards, please e-mail Megan before the League Meeting.

D. Public Affairs.

Barbie Boots stated that she did not have a report. Carolyn reported that the League of Kansas Municipalities Policy meeting will be Saturday, Oct. 8, 2005, from 11:00 a.m. to 1:30 p.m. at the Hyatt Regency, Grand Eagle Ballroom. Please remind your commissioners and staff that this meeting is for legislative input and anyone interested in legislative issues should try to attend. There will be a “how to market your city” presentation at this year’s League Meeting.

E. Public Relations

Pat King handed out a new membership directory. A new page has been made for Sherry Conyers. If your information needs to be updated or corrected, please let Pat know.

Old Business**A. LKM Meeting in October, 2005**

It was decided to set up for the AAKC booth at the League Meeting on Saturday, Oct. 8, 2005, from 2:00 – 5:00 p.m. Carolyn thanked everyone for bringing items to add to the gift basket for the booth. It was decided that the LKM Planning Sub-Committee would meet during lunch to discuss additional details that need to be accomplished.

B. Discussion of membership partners and membership guidelines

It was the consensus of the group to wait until the Spring 2006 meeting to discuss this topic so that we can give this our full consideration. Please communicate your thoughts on this very important topic to Carolyn between now and the Spring 2006 meeting.

C. Discuss Plans for Spring 2006 Meeting

Our Spring, 2006 meeting will be hosted by Carol Mitchell and Linda Razo, at Hutchinson. Suggested topics for education were: GIS and Adobe Acrobat instruction. Other suggestions can be emailed to Carol or Linda.

New Business**A. Election Report**

Sandie Masden, Nominating Committee chairperson, reported that Vice-President and Treasurer positions were voted upon by e-mail, mail or fax ballots. Carol Mitchell was elected as Treasurer, as Lesley Shook had withdrawn her name from consideration. She reported that there was a 3-way tie for Vice-President; therefore, another ballot was needed to vote on this position. Susan Evenson, Linda Jones and Paula Flores names are on the ballot. After revoting and recounting of the ballots, Paula Flores was elected Vice-President.

B. Locations for Fall, 2006 and Spring 2007 Meetings

Darlene Provance, Abilene, volunteered to hostess the Fall, 2006 meeting. Suggestions were heard on sites for the Spring, 2007 meeting. Sites suggested were: Parsons and Dodge City. Barbie will contact Parsons to see if they are interested in hosting. Sandie and Barb stated that they could host the Spring, 2007 meeting if Parsons is not able to.

FALL CONFERENCE MINUTES, Continued**Adjournment.**

Sandie thanked Sherry Conyers, McPherson, for the welcome packets in our motel rooms. Carolyn also thanked Sherry for all the work she had done in preparation and planning for this conference. Wilma presented our hostess, Sherry Conyers, with a gift.

There being no further business, the meeting was adjourned.

Respectfully submitted
Barb Slagle, Secretary

**ADDENDUM TO MINUTES
September 13, 2005**

On September 12, 2005, President Carolyn Sturgeon sent out the following request for a vote regarding the purchase of an AAKC display board:

At our LKM Conference Planning Subcommittee meeting, the publications committee brought up the idea to purchase an AAKC display board to use at conferences and seminars. Not only could we use it at the LKM Oct conferences, our AAKC conferences, but I'd think we could possibly use it at the KACM conferences et al. **Your thoughts, please.** Nancy was asked to research it and so I am forwarding her email with attachment. Please consider this as a request for your email vote on the purchase of the display board for \$1,184.90. Please see: <http://www.displays2go.com/product.asp?ID=1809>

Please respond:

- "Yes, purchase the display board."
- "No, do not purchase the display board."

On September 13, 2005, the votes were tabulated by Carolyn and Barb Slagle, Secretary. There were 17 ayes, 3 nays, and 1 abstention. AAKC will purchase the 8' popup black display board with custom header for \$1,184.90 from Displays 2 Go. Nancy Crain will coordinate the purchase with our treasurer, Wilma Lister.

**ADDENDUM TO MINUTES
OCTOBER 24, 2005**

The above referenced display board was **not** purchased before this year's League Meeting. Time ran out and a board was borrowed from the City of Dodge City for use at this function.

2006 OFFICERS

Carolyn Sturgeon **President**
City of Lenexa *csturgeon@ci.lenexa.ks.us*

Paula Flores **Vice-President**
City of Garden City *severson@eldoks.com*

Barb Slagle **Secretary**
City of Dodge City *barbs@dodgecity.org*

Carol Mitchell **Treasurer**
City of Hutchinson *carolm@hutchgov.com*

AAKC Web Site News
www.aakc.org

The AAKC domain name has been permanently changed to <http://www.aakc.org>. Please bookmark this address and discard the old web site address—it will soon be going away!

We have added e-mail addresses to the Members page for each member and on the Committee Page, each committee has a group e-mail address, and the officers can be e-mailed directly from a link on the Officer page. A Membership Page will soon be added for prospective members; the Certified Municipal Assistant application is now online and may be filled out online and then printed; and the newsletters have been moved to a page of their own! Please let Megan or Barb know if you have any suggestions for other items on the web site that you would like to see.

2005-2006 COMMITTEES***Professional Development:***

Chair—Sandie Masden, Dodge City
(sandiem@dodgecity.org)
Michelle Rodriguez, Emporia
Linda Jones, Osage City
Denise Duerkson, Newton
Ruth Patterson, League
Carolyn Sturgeon, Lenexa, ex-officio

Public Affairs:

Chair—Barbie Boots, Chanute
(bboots@chanute.org)
Tami Cushenbery, Emporia
Beth Ann Turner, Iola
Ruth Patterson, League
Carolyn Sturgeon, Lenexa
Susan Rowan, Newton
Susan Evenson, El Dorado-ex-officio

Publications:

Chair—Megan Williams, Great Bend
(meganw@greatbendks.net)
Nancy Crain, Ark City
Terri Edmonds, Lenexa
Barb Slagle, Dodge City, ex-officio

Public Relations:

Chair—Pat King, Winfield
(pking@winfieldks.org)
Susan Wettstein, Garnett
Sarah Somerhalder, Emporia
Doris Wing, Hays
Andrea Windholz, Hays
Tracy Thomas, Wellington
Carol Mitchell, Hutchinson

Membership:

Chair—Linda Razo, Hutchinson
(lindar@hutchgov.com)
Barbie Boots, Chanute
Darlene Provance, Abilene
Lesley Shook, Ark City
Martha Wilkerson, Parsons
Paula Flores, Garden City
Barb Nelson, Ottawa
Wilma Lister, Winfield, ex-officio

(Committee List revised 9/14/05)
If you haven't yet volunteered for a committee, pick one that interests you and volunteer at the next meeting you attend!

LEAGUE MEETING BOOTH QUITE SUCCESSFUL!

The AAKC booth at the League Meeting, Oct. 9-10, 2005, was very well received and several contacts were made!

 Thank YOU!

Thanks to all those who participated in preparing, setting up and manning the booth at the League Conference!

NEWS ABOUT OUR KANSAS CITIES

News from Garnett, KS:

.....thanks to everyone that wished us well on Anderson County's first Corn Festival. A/k/a, Cornstock (Sept. 24), we had over 4,000 people attend the day's events and right at 3,000 for the Chely Wright concert. Pretty good for our first time doing it considering our population to be only 3,400.

News from Winfield

SWANA (Solid Waste Association of North America) annually sponsors a rodeo for private and public entities that collect solid waste. Mike Scarth, refuse collector for the City of Winfield took first place at the state rodeo in Salina in the Sanitation Truck Rear Loader Category. The National rodeo was held in Hickory, North Carolina October 22nd and again Mike took first place in the same category. He has been employed with the City of Winfield just one year – we're proud of him! Glad he wasn't competing with us in Great Bend!

The Winfield Industrial Park is almost totally occupied so 55 acres of property adjacent to the east side of Winfield was annexed for industrial development known as the Utt Industrial Park. Construction has commenced for Schwan's new depot; our first occupant in the Utt Industrial Park .

Winfield employees will appreciate the 2.5% increase in wages in 2006. Even though there's a 2% increase in health care, there will be no additional cost to employees.

News from Hutchinson:

Jim Seitnater is the new Downtown Development Director for the City of Hutchinson. Jim worked for the City previously in this capacity, and brings a lot of knowledge about downtown and its businesses to the job.

And see attached news release about Hutchison being awarded the "Governor's Award of Excellence on Main Street".

NEWS ABOUT OUR KANSAS CITIES

NEWS RELEASE

Kathleen Sebelius, Governor
Howard Fricke, Secretary



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FOR IMMEDIATE RELEASE

HUTCHINSON PRESENTED GOVERNOR'S AWARD OF EXCELLENCE ON MAIN STREET

The Kansas Department of Commerce is proud to recognize **Hutchinson** as a recipient of the Governor's Award of Excellence on Main Street for the city's outstanding efforts in revitalizing its downtown business district.

The city was formally honored Thursday at the Kansas Main Street and Kansas PRIDE Annual Conference in Emporia. **Hutchinson** was one of 22 communities recognized for rejuvenating their historic commercial districts in accordance with the Kansas Main Street Program's four-point approach, which emphasizes Design, Economic Restructuring, Promotion, and Organization. **Hutchinson** received special recognition for efforts in **Organization**.

"**Hutchinson** should be proud of its being named a winner of the Governor's Award of Excellence," said Department of Commerce Secretary Howard Fricke. "The city has worked hard to revitalize its historic downtown district in accordance with the Kansas Main Street Program's four-point approach."

Below is a brief account of the city's redevelopment efforts.

- **The city was recognized for organizing the Downtown Hutchinson Gift Card Program.**

For an electronic copy of this news release, contact Department of Commerce communications director Caleb Asher at casher@kansascommerce.com.

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*The mission of the Kansas Department of Commerce is
to empower individuals, businesses, and communities to realize prosperity in Kansas.*

NEWS ABOUT OUR MEMBERS



From Susan Wettstein, Garnett, KS:

Thank you to everyone who wished me a Happy Birthday! I really appreciate it. I've been gone to the US Amateur Waterski Championships in Bakersfield, CA so haven't gotten my thank-yous out like I should have. Can you believe I placed 2nd in my class (Women's Novice Slalom)?! HA. Not bad for an old lady!

Administrative Assistants of Kansas Cities
Founded January 7, 1992

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*We are on the
Web
www.aakc.org*



UPCOMING EVENTS

Fall KACM Conference, Nov. 11-12, 2005, update the dates on here!
Spring AAKC Conference, April 7-8, 2006, Hutchinson, KS
Fall AAKC Conference Sept. 9, 2006, Abilene, KS
Spring AAKC Conference April 5-6, 2007 Parsons, KS



**"The pumpkin is
always oranger on
the other side of
the patch!"**

While attending a Marriage Seminar dealing with communication, Tom and his wife Grace listened to the instructor.

"It is essential that husbands and wives know each other's likes and dislikes." He addressed the men, "Can you name your wife's favorite flower?"

Tom leaned over, touched his wife's arm gently and whispered, "It's Pillsbury, isn't it?"