



In this moment, are you living an authentic life?

A Mayor's Welcome

Mayor Nesha Bailey-Mason gave an inspirational welcome to the members of AAKC during the Spring 2010 Conference held March 31 and April 1 in Abilene.

Mayor Mason began by asking, "In this moment... Are YOU living an authentic life?" The mayor's message was to remind us that our purpose and intention in life should be to touch other people's lives. It is for that reason she became involved in public service. She challenged everyone to seek to do something "huge". Your actions just may change someone's life.

At the end of her message, Mayor Mason reminded the group that when someone positively affects your life, let them know. Gratitude is a lost art. Practice it daily.



Welcome to the 2010 AAKC Spring Conference held March 31-April 1 in Abilene, Kansas. Join us as we tour this cow town, enjoy its cuisine, learn from its people and come away with fresh, new ideas, new friendships and fond memories.

Characteristics of Great Administrative Assistants

Conference guest speaker Bernie Hayen gave an informative presentation on the "10 Characteristics of Great Administrative Assistants". Here is a synopsis of what his talk entailed:

- Foundation Knowledge. You need to get it. Learn. Those who are good at doing your job are people who want to constantly learn. They are not just happy in their current position, but always wanting to learn more, contribute more, and excel.
- Unbridled Curiosity. Imagination is more important than knowledge.
- Trustworthiness is key.
- Listen. A great deal of knowledge is available to you if you keep an open mind. Bernie had a group demonstrate the power of "listening". It was very interesting!
- You have to love your community. If you don't, move! Administrative assistants are ambassadors. It is vital that you embrace your city.



Nancy Crain AAKC Municipal Administrative Professional of the Year - Beth Ann Turner



Not a dry eye in the room as the announcement was made that Beth Ann Turner would be the first recipient of the Nancy Crain AAKC Municipal Administrative Professional of the Year Award.

Nancy Crain, Administrative Assistant for the city of Arkansas City, lost her battle with cancer. Nancy was the most dedicated professional, mother, wife and friend, and she is deeply missed by every

AAKC member who knew her.

Beth Ann Turner is retiring after 43 1/2 years in her position as Executive Secretary for the city of Iola. Beth Ann has been a long standing member and officer in AAKC. We congratulate Beth Ann on being selected Administrative Professional of the Year and wish her many, many happy years ahead. She was recognized at the League of Kansas Municipalities Conference for

her long list of accomplishments.

Sarah Somerhalder received her Certified Municipal Assistant Certification Award at the Spring 2010 Conference. Denise Duerksen proudly presents Sarah with her certificate. Congratulations!



Thank You Abilene!



We ate, we laughed, we ate, we shopped, we toured, we ate. Oh, we exercised too!

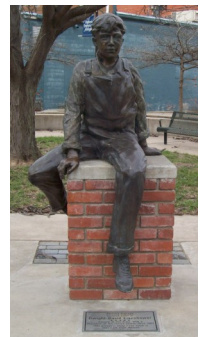
Abilene is a wonderful Kansas community and AAKC was given a warm welcome.

Downtown shops were a delight. The restaurants did not allow you to leave hungry. The beautiful buildings and homes

and attractions were incredible, and the depot was a nostalgic setting for our conference as well as fun a photo shoot!

From all of us in AAKC, thank you Abilene for inviting us to experience the town a president was proud to call home.

"The proudest thing I can claim is that I am from Abilene" - Dwight D. Eisenhower



MAKE TIME

"If you can make time to eat, you can make time to exercise." - Cindy Crehan, Impact Sports & Fitness

Workplace Stress Relief

Personal Trainer Cindy Crehan shared many tips on how to find time in our daily lives to exercise.

Stress invades our world in many ways. Chemical (things we eat, drink or smoke), work and home. Cindy suggests you take a "Time Out"! Chill. Express and release, and then break problems that exist into manageable sizes.

Exercise: Realize the benefits to regular exercise. It lowers blood pressure, diabetes, HDL/LDL, weight loss and helps your attitude. Take opportunities to exercise at work:

1. Taking the stairs instead of the elevator;
2. Don't call coworkers over the telephone in the office...walk!
3. Park away from work and

walk.

4. Stand once in a while and deep breathe.
5. Invisible exercises you can do at your desk and no one will know: Tighten abs, Kegels, Tighten buns, leg lifts.

Cindy shares the most important key to exercise: Drink 64 ounces of water daily. If the taste (or no taste) of water bores you, add 4 oz. of juice!





You Should Belong to AAKC!

Are you an administrative professional working in city government that would like the opportunity to grow personally and professionally? 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.

The organization meets semi-annually at various locations across the State. A two day conference is held the first week in April and a one day meeting is held the second Friday in September. Members have an opportunity to participate in classes on various career-related topics, and enjoy invaluable networking.

AAKC Membership requirements:

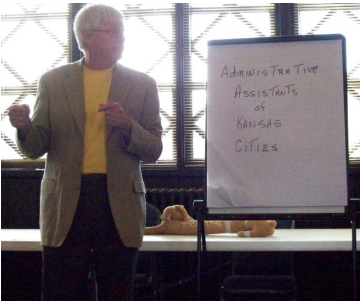
Be employed by a Kansas municipality or unified City/County Government having a manager/administrator or mayor form of government

Work directly with the City Manager, Assistant City Manager, Department Head, Administrator, or Supervisor in the position of Administrative Assistant or Secretary

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

For more information, please visit our website: www.aakc.org.





Managing Yourself—The Decision is Up to You

This important topic was well received at the conference. Presented by Leadership expert John Divine, this session gave insight on how to tap into your priorities in life. John asked us to write down and rate these 6 things in order of importance:

Family and Home	Financial and Career
Physical and Health	Spiritual and Ethical
Social and Cultural	Mental and Education

Make priorities that are job related and in your personal life. Make a wish list and prioritize (number them). All to-do lists should be prioritized.

Set goals that are job related and in your personal life and underneath each goal give reasons for the goal (Ex: more time to do other things, financial, I'll feel better, etc.). It is the benefits that keep you focused on the goal. Make sure your goals are specific and measurable. Written goals are more likely to be obtained than spoken ones.

John reminds us that when we say YES to something, do it knowing that we are saying NO to many other things. Schedule your time according to what you really want your priorities to be, not necessarily what they currently are.



AAKC Offers CMA Certification

The following basic requirements must be met in order to attain CMA designation:

- Applicant must have been a member of AAKC for two years prior to date of application.
- Applicant must currently be employed in an administrative, secretarial, clerical or related position for a municipality in Kansas under the City Manager or Mayor form of government on a full time basis.
- Applicant must have been employed with the same agency for at least two calendar years at the time of certification.
- Applicant must earn a total of 100 education points and 50 experience points as described in the AAKC certification requirements.

Once these requirements are met, candidacy is formally established upon receipt of a completed application form and fee (\$50). Approval of certification applications are subject to review by the AAKC officers and Board of Directors.

Visit our website for more information and to download the application.

www.aakc.org

ACCOMMODATIONS

Holiday Inn Express
3100 W El Dorado Ave
El Dorado, KS 67042
316-322-7275

*25 rooms are blocked under AAKC;
cutoff is Aug. 26.*

*Double Queen: \$79.99
King: \$99.99*

Amenities include hot breakfast, free wireless, indoor pool/hot tub, exercise center, laundry, ADA room with connecting room. Inside doors only.

Best Western Red Coach Inn
2525 W Central Ave
El Dorado KS 67042
316-321-6900

15 rooms are blocked under AAKC; no cutoff date if rooms are available.

*Single/Double: \$54.99
Smoking rooms available.*

Amenities include sauna, hot tub/pool, pool table, wi-fi, \$2 coupon for breakfast at restaurant located on premises. Outside doors only.

Susan Rowan
City of Newton
PO Box 426
Newton KS 67114



AAKC Fall Conference

*September 9-10,
2010*



EL DORADO

THE FINE ART OF LIVING WELL

City of El Dorado

2010

AAKC Fall Conference Agenda

El Dorado

Thursday, September 9

The evening activity is a “Walk About” showcasing the downtown area with assistance from El Dorado Main Street, El Dorado Economic Development and Chamber of Commerce. This walking tour will cover 1.5 blocks of the downtown area, and food will be provided at various downtown businesses.

BEGIN the tour

6:00 p.m. Meet at Walters Flowers & Interiors, 124 N Main

Stores include:

Satchel Creek Steaks, Beyond Napa Private Cellars, Scooter’s Coffee and Robin’s Women’s Apparel.

CONCLUSION

7:30 p.m. Jacob’s Well for pie and short Best Practice discussion/question period.

The evening activity will include a tour, discussion of best practices and identified resources used by the City of El Dorado to create over \$35,000,000 of new capital investment in their downtown area in the past 15 years. A hand-out will be provided as part of the evening event.

Visit www.360eldorado.com.

Friday, September 10

Meeting and activities at El Dorado Civic Center, 201 E. Central.



8:30 a.m. Breakfast (Prairie Trails Golf & Restaurant—tentatively)

8:45 a.m. Welcome by City Manager Herb Llewellyn

9:00 a.m. 360 website presentation by Economic Development Director Linda Jolly

9:15 Break

9:30 a.m. “Generations in the Workplace” presentation by Niki Conteras, Butler Community College.

Generational differences can impact every aspect of a work environment. Learn the key characteristics of the four generations that make up today’s workforce. Identify issues and situations influenced by generational differences, and gain insights for working effectively across generations.

11:00 a.m. Break

11:15 a.m. Business Meeting

12:00 p.m. Lunch (Two Brothers BBQ), and continue business meeting

Adjournment

Registration

(Due by September 1)

I will attend:

_____ \$40—Friday only

_____ \$50 Thursday evening + Friday

Name

Title

Address

City, State, Zip

Phone

E-mail

Spouse/Guest Name

Mail Check and Conference Registration by September 1, 2010 to:

Susan Rowan, Treasurer

City of Newton

PO Box 426

Newton KS 67114

Phone: 316-284-6001

Fax: 316-284-6090

E-mail: srowan@newtonkansas.com



Fall Conference in El Dorado

The Administrative Assistants of Kansas Cities (AAKC) Fall Conference was hosted by the City of El Dorado, Kansas, on September 10, 2010.

Susan Evenson of El Dorado, was the extraordinary hostess of this conference. We all thank her profusely for the excellent arrangements she made for our accommodations, meals, directional maps, and interesting speakers! She even arranged to have the weather pleasant and amenable for our Thursday evening "walk-about!" In a side note....we were all bummed by her later announcement that she would be leaving our organization due to her recent job change—she will truly be missed.



Main St in El Dorado

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And we're walking, we're walking...

What an innovative and fun way to begin the conference for the members who arrived Thursday evening! The evening activity was a walking tour showcasing the downtown area with stops at several of the lovely and interesting businesses—who fed us! With assistance from the El Dorado Main Street organization, El Dorado Economic Development, and the Chamber of Commerce, Susan organized "nibbling and sampling stops" as we learned about the revitalization and investment projects that have occurred over the past few years to bring life, people, and businesses to the core downtown area.

The tour began at Walters Flowers & Interiors, an amazingly beautiful floral and home décor shop right in the heart of downtown. We sampled many local products, from finger foods marinated in locally made sauces to delicious desserts. Walters Flowers is a family-owned, rather well-known business, with loyal customers who come considerable distances to browse and purchase.

It was difficult, but we finally tore ourselves away from Walter's to continue the "eating" tour with a brief stop at the Art Room 114 (who extended their hours just for our group) and a walk past the impressive Coutts Memorial Museum of Art.

Our walking (eating) tour then led us through the beautifully renovated District 142 building, housing several unique and fun businesses such as Sweet 120 with a tasty collection of chocolates (yum!); Satchel Creek Steaks featuring premium meats, cheeses, and sauces (very tasty); and Beyond Napa with inviting choices of specialty wines and spirits. We eventually all funneled into Scooter's Coffee, also located in the District 142 building, to be served wine or coffee for our discerning tastebuds.

Walter's Flower shop



Are you an Administrative Assistant working for City Government in Kansas?
Won't you consider joining AAKC?

See page 4 for contact info.



...and we're walking, we're walking...

Our final (much anticipated and much enjoyed) stop was at Jacob's Well for pie, musical entertainment, and a brief presentation by Economic Development Director Linda Jolly. Ms. Jolly discussed the partnerships formed and resources utilized to revitalize, support, and enhance El Dorado's thriving downtown district.



A "walk-about" with food and entertainment on a beautiful Kansas evening—what a great way to begin our fall conference! Many thanks to Susan, the El Dorado Main Street, El Dorado Economic Development, and the El Dorado Chamber of Commerce!



Jacob's Well Coffee House & Cafe'

...Great coffee house atmosphere



Friday, engage the brains!

Our Friday began with a lovely breakfast provided by Prairie Trails Golf & Restaurant. We were then warmly welcomed to El Dorado by City Manager Herb Llewellyn.

Economic Development Director Linda Jolly gave a presentation on the 360 El Dorado web site, a vibrantly successful partnership of local governmental entities to create a collaborative community marketing program. The City of El Dorado, El Dorado, Inc., El Dorado Chamber of Commerce, El Dorado Main Street, and local businesses formed a partnership to develop the 360ElDorado.com initiative. The marketing program includes conventional marketing such as radio, television, billboards, print ads, social media, and search engine optimization. The monthly increase of web site usage by visitors and local residents helps to achieve the organization's goal to raise visitor and local residents' awareness of all the El Dorado community has to offer.



Following a brief break, Dawn Monroe of Butler Community College spoke to us about Generations in the Workplace. Her warm and energetic teaching style engaged everyone in the room, helping us to learn the key characteristics of the four generations that make up today's workforce. She explained that by identifying issues and situations influenced by generational differences, we can gain insights for working effectively across generations. Here's hoping that we can remember and utilize some of the pearls of wisdom she tried to impart to us!

...then down to business

After the delicious (and very filling!) lunch served by Two Brothers BBQ, AAKC President De Nelson (who we were all so delighted to see!) opened our business meeting.

Those committee chairs who were present dispersed their reports to the members, new memberships were announced and introduced, and membership and birthday lists were handed out.

Amanda Iverson discussed the work she has done for the new LKM Conference booth. She has put a great deal of time, thought, and effort into updating the appearance and appeal of the booth, which we all greatly appreciate. She encouraged members to sign up to "woman" the booth during the conference.

Elections kept De and Janet, who have served us so well, in their respective positions as President and Secretary. Thank you to all our officers for continuing to serve!

Happily, time was reserved for committee break-out sessions, which always prove fruitful and helpful in continuing the plans and projects of each committee.

Many, many thanks to Susan, and her "behind the curtain" helpers, who organized such a great conference for us!! Well, well done!!



An Invitation:

If this is your first time viewing our newsletter, we hope you find AAKC an interesting organization. We invite you to email our President, De Nelson, at dnelson@wichita.gov, if you have questions or are interested in joining AAKC.

For our AAKC Members:

If you have a talent, idea or suggestion, please email De Nelson and let her know your thoughts.

Take a look at the AAKC Committee lists below. If you are not on a committee, please consider joining one or more. Just contact the Chair of the committee you'd like to join. They'd be happy to have you!



Did you know?

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



AAKC Executive Board

De Nelson
President
 City of Wichita
dnelson@wichita.gov

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Secretary
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Susan Rowan
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AAKC COMMITTEES

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Chair—Denise Duerksen, Newton
 Advisor—De Nelson, Wichita
 Barb Slagle, Dodge City
 Linda Jones, Osage City
 Jennifer Wright, Prairie Village
 Lois Landwehr, Derby
 Charlotte Newkirk, Ottawa
 Marsha Toler, Shawnee

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 Carol Mitchell, Hutchinson
 Darlene Provance, Abilene
 Sherry Conyers, McPherson
 Sharon Brongiel, Shawnee
 Terice Watts, Arkansas City

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 Terri Ogilvie, Lenexa
 De Nelson, Wichita
 Janet Hackney, Gardner
 Janise Enterkin, Sedgwick
 Paige Achilles, McPherson
 Angela Wornkey, Hutchinson
 Cindy Weeks, Gardner
 Charlotte Newkirk, Ottawa
 Amy Hawkins, Gardner



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 Vice-Chair—Sarah Somerhalder, Emporia
 Advisor—Janet Hackney, Gardner
 Susan Wettstein, Garnett
 Pat King, Winfield
 Andrea Windholz, Hays
 Beth Ann Turner, Iola
 Wilma Lister, Winfield
 Jennifer Gutierrez, Dodge City
 Susie Denham, Olathe
 Jane Graf, Dodge City
 Mary Ann Monzani, El Dorado

LKM Booth Task Force

Chair—Amanda Iverson, Arkansas City



Photos by:
Darlene Provance, City of Abilene

AAKC Fall 2010 El Dorado, Kansas

A BUSY DAY IN EL DORADO



Produced by: Amy Hawkins, City of Gardner
Cindy Weeks, City of Gardner