

## ACCOMMODATIONS

### Days Inn & Suites

3200 El Dorado Ave.

(316) 452-2992

A block of 30 rooms has been reserved under "AAKC" for a rate of \$84.99 a night (+ tax per person/night. Any additional person would be \$5.00 per person/night. Reservations need to be made by March 14th, 2022. Check-In is at 3:00 pm and check-out is at 11:00 am.

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



Days Inn offers free Wi-Fi, an indoor swimming pool and a free complimentary continental breakfast.

Questions about the El Dorado area, please call Kristina Traina at 316-322-4403 (w) or 316-621-0069 (c).

## WHO WE ARE

The Administrative Assistants of Kansas Cities was formed on January 7, 1992 at a meeting attended by 17 assistants from Kansas cities. The organization 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.

On May 7, 1992, the Kansas Association of City/County Management voted to endorse and support AAKC. At that point, a delegation from the organization approached the Kansas League of Municipalities to request affiliation. Administrative Assistants of Kansas Cities became an affiliate association of the League of Kansas Municipalities on July 18, 1992.

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 a 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, 2022



# AAKC

ADMINISTRATIVE ASSISTANTS OF KANSAS CITIES

## EL DORADO

KANSAS

# 2022 AAKC SPRING CONFERENCE

## Wednesday, April 6

### Early Bird Activities

- 3:00 pm Hotel Check-In
- 5:00 pm Meet in Lobby to Carpool
- 5:30 pm Tasting/Tour & Dinner at Walnut River Brewery

## Thursday, April 7

- 7:30 am Breakfast at Hotel
- 8:15 am Depart for Civic Center  
**Civic Center - 201 East Central**
- 8:30 am Welcome by City Manager  
- David Dillner
- 8:45 am Office Safety - Fire Department
- 10:00 am Break
- 10:15 am Ashlyn Lindskog, City Attorney - Did you Bring your Ethics to Work Today?
- 11:15 am Javan Gonzalez - Destination Services Tourism/Walking Tour
- 12:00 pm Lunch - (provided)  
Intro - Mayor Bill Young

## Thursday - Continued

- 1:00 pm Depart for Water Reclamation & Wetlands Facility Tour
  - 2:00 pm Return to the Civic Center
  - 2:15 pm Linda Jolly, El Dorado Inc. Economic Development
  - 3:00 pm Break
  - 3:15 pm Walters' Pumpkin Patch Tour & Program TBD
  - 5:00 pm Wrap up and Return to Hotel to freshen up
  - 6:15 pm Dinner - Willie's
  - 7:30 pm El Dorado Fun Center Bowling/Miniature Golf
- ## Friday, April 8
- 7:45 am Depart for Civic Center
  - 8:15 am Breakfast  
(by City of El Dorado)
  - 8:30 am Brenda Viola - How to be Heard (without screaming)
  - 9:30 am Break
  - 9:45 am Business Meeting
  - 12:00 pm Lunch(provided)/Gift Exchange (\$20 and under)

## **REGISTRATION**

(Due by March 23, 2022)

- \_\_\_ \$0 Wednesday evening
- \_\_\_ \$150 Thursday and Friday
- \_\_\_ Shirt Size

\_\_\_\_\_  
Name

\_\_\_\_\_  
City

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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

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

Make check payable to  
AAKC and mail with  
conference registration by

**March 23, 2022**

c/o Stacie Stromberg, Treasurer  
City of Leawood,  
4800 Town Center Drive,  
Leawood, KS 66211  
913-663-9104  
sstromberg@leawood.org





MADE BY ELDON



FOR DAILY WEAR



## Accommodations

Best Western Plus offers an indoor pool, 24-hour business and fitness center, complimentary wireless internet, a picnic area, BBQ grills, and breakfast.



Best Western Plus  
Patterson Park Inn  
6100 Patterson Pkwy  
Arkansas City, KS 67005  
620.307.6767

A block of rooms has been reserved under AAKC for a rate of \$96.00. Rooms need to be booked by August 22, 2022. The link below will let you reserve your room online.

PLEASE BRING YOUR TAX EXEMPT FORM FOR CHECK-IN.

[https://www.bestwestern.com/en\\_US/book/hotel-rooms.17137.html?groupId=7E3HA4K6](https://www.bestwestern.com/en_US/book/hotel-rooms.17137.html?groupId=7E3HA4K6)

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• Fall Conference •  
• September 8-9, 2022 •



City of Arkansas City  
Water Treatment Plant  
400 W Madison Ave  
Arkansas City, KS 67005



# Welcome to Arkansas City AAKC

# Registration

## Thursday, September 8

- 1:00 PM Meet at Hotel
- 1:15 PM Leave for Etzanoa Tour  
31639 US 77 Highway  
(Carpool Required - Wear comfy shoes)
- 1:30 PM Etzanoa - The location, size and significance of Etzanoa, "the Great Settlement," as Spanish explorers labeled it after their 1601 expedition there, had become lost in the mists of time. But in recent years, Wichita State University anthropology and archaeology professor Dr. Blakeslee became convinced that the town inhabited by 20,000 ancestral Wichita Indians — the second-largest, or perhaps the largest, settlement in North America in the early 1600s — was hidden in plain site.  
Sandy Randel - Etzanoa Director
- 4:00 PM Hotel Check In
- 4:45 PM Committee Meeting
- 5:15 PM Leave for Dinner (On your Own)  
El Maguey Mexican Restaurant  
2504 N Summit ST
- 7:00 PM Designs by Robin - Wood Signs Activity  
500 S Summit ST  
Robin Tackett

## Friday, September 9

- 7:30 AM Breakfast at Hotel  
Check - out
- 8:00 AM Welcome by Randy Frazier  
Water Treatment Plant  
400 W Madison Ave
- 8:15 AM Empowerment: Don't Wait for It.  
Organizations are more successful when their employees are empowered, and so are you!  
Dawn Brackett
- 9:15 AM Break
- 9:30 AM Methods to Manage Multiple Tasks, Handle Stress, & Gain Control of Your Time. This webinar will help provide realistic techniques when it comes to multi-tasking, setting priorities, speaking up when necessary and managing your time and stress.  
Sandy Geroux
- 10:30 AM Break
- 10:45 AM Business Meeting
- 12:00 PM Catered Lunch -  
Finish Business Meeting

**PLEASE REGISTER FOR THE  
CONFERENCE BY AUGUST 22, 2022.  
CONFERENCE FEE: \$50.00**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, St, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Spouse/Guest:** \_\_\_\_\_

**MAKE CHECKS PAYABLE TO AAKC  
AND MAIL WITH CONFERENCE  
REGISTRATION FORM BY:  
AUGUST 22, 2022.**

City of Leawood  
c/o Stacie Stromberg, Treasurer  
4800 Town Center drive  
Leawood, KS 66211  
Phone: 913.663.9104  
Email: sstromberg@leawood.org

**CONTACT INFORMATION:  
TERICE WATTS CELL: 620.441.8012**

# WELCOME TO EL DORADO

Kristina planned an excellent conference for all of us to enjoy! We were able to tour the local brewery, received a warm welcome from the city manager, have the fire department give us a refresher in office safety, climb in their fire trucks and have amazing speakers throughout the conference. If you attended this conference, you wouldn't have known that this was her second conference, the first one being just before COVID.



Special thanks to El Dorado!  
 Kristina worked hard at planning the conference and everyone at the city helped her along the way with whatever she needed!  
 AAKC was also greeted with a warm welcome from the downtown businesses.  
 It was a great conference!

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# WALNUT RIVER BREWERY

60,000# Grain



Walnut River Brewery is a locally operated brewery in El Dorado. We were able to tour the entire facility; from where the grains and beverages are stored; to the packaging process; to the final product being shipped out. BJ Hunt, one of the owners was extremely knowledgeable and more than willing to share information with us.

Janice getting wild with their homemade root beer



## OFFICE SAFETY - FIRE DEPARTMENT

The El Dorado Fire Department spent some time with us going over office safety. They showed us how to use an automated external defibrillator (AED) should we ever find ourselves in a situation that we needed to use one. They also talked to us about fire safety and how to check the fire extinguishers in our home. It was a very good refresher for all of us! Then some of our members got to play in the fire truck!!







# ASHLYN LINDSKOG CITY ATTORNEY

Ashlyn Lindskog, the City Attorney for El Dorado, talked to us about workplace ethics. She was very knowledgeable and gave ideas that maybe we had forgotten or didn't even think about.



# JAVAN GONZALEZ WALKING TOUR

Javan Gonzalez gave us a walking tour of downtown El Dorado. The architecture and buildings were beautiful. Then it was on to eat some really good food. Our waitress was on top of her game with our large group and we quickly found out, you better be paying attention when she called out your order!! El Dorado Mayor Bill Young stopped by the restaurant and gave us a warm welcome!



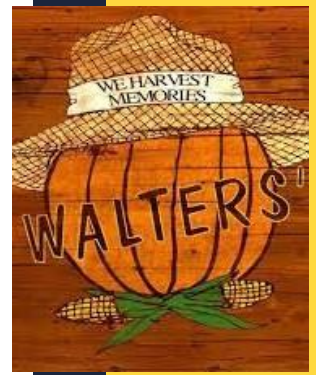
# JASON PATTY WATER RECLAMATION & WETLANDS FACILITY

Our next stop was to the Water Reclamation & Wetlands Facility. Jason Patty gave a great presentation about the facility, the processes of the facility, how everything works and the different organisms. The presentation was great, and the group asked a lot of questions. After the presentation, there was a friendly competition and a couple members of the group won some great prizes!



# LINDA JOLLY - EL DORADO, INC WALTERS PUMPKIN PATCH

Our next speaker was Linda Jolly with Develop El Dorado. She talked with us about how they are focused with the economic growth of El Dorado while discovering the potential El Dorado has. To highlight El Dorado, Kristina had a variety of things planned for us to do and see with one place being Walters Pumpkin Patch. Unfortunately, once the group arrived, the spring weather was not so springy, it was more winter, so the outdoor tour wasn't able to happen. However, the owners were still able to speak on the history of the pumpkin patch and how it got to where it is today.



## BRENDA VIOLA HOW TO BE HEARD

Friday was the last day of the conference and we were ready to hear our keynote speaker. Brenda's speech gave us so much information that could help us professionally and personally. What she had to say wasn't anything that we don't already know or use, but how we can build on those tools and become more successful in life.



After the very inspirational session with Brenda, it was time to get our business meeting started. We did our introductions a little different this time. Holly asked what our song would be walking into a room. We all had to guess who had what song. It was so fun, and all of the songs were great! Cassie Johnson was presented with her 10 year award. Our very own Jennie Hiatt was awarded with the Nancy Crain Administrative Professional of the Year Award. She has been a true asset to our organization. She has been to all of the conferences since she joined AAKC, and stayed on as President longer than she needed because of COVID. Needless to say, we had a great conference in El Dorado and we all appreciate the time and effort Kristina put into this training.





# ARK CITY WELCOMES AAKC



With our beloved Cassie Johnson moving on from the City of Lindsborg, our fearless President Terice jumped in to tackle the Fall 2022 Conference with just weeks to prepare. Terice & Janessa really stepped up to the plate and put on a fantastic conference.



Etzanoa Tour – learning about the “Great Settlement” of 20,000 Wichita people and a visit to the archaeological site of the 1601 Spanish battle.







**THURSDAY  
EVENING  
CRAFTS**

**ARTEEST** = "An artist who takes nobody and nothing seriously, not even themselves, and uses humor and parody in their art." Not sure about humor and parody in their art, but we sure had a lot of fun and laughs creating it!



Training included a webinar with tips on how to handle stress, manage multi-tasking and gaining control of our time and another webinar empowering us to choose different thoughts to generate different feelings.



**A HUGE  
THANK YOU  
TO TERICE,  
JANESSA  
AND THE  
CITY OF ARK  
CITY FOR  
BEING SUCH  
WELCOMING  
HOSTS!!!**

