



Fall 2005 Newsletter

PRESIDENT'S CORNER

By: Carolyn Sturgeon, Lenexa



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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October 20, 2005
Contact: Caleb Asher (785) 296-2477

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

AAKC
c/o City of Dodge City
P.O. Box 880
Dodge City, KS 67801

*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?"