



Administrative Assistants of Kansas Cities

AAKC Newsletter

Spring 2006

The President's Corner



The spring 2006 Conference in Hutchinson was educational, productive and entertaining! Carol Mitchell and Linda Razo did an outstanding job planning the conference. Thank you Carol and Linda! It was great fun to "Come Share Your Space!" The keynote speaker, Gary Carson, was thought-provoking, inspiring and humorous. I still chuckle when I think about some of his stories. Sgt. McClarty and Kelly Hutchinson gave us valuable information on how to avoid becoming a victim of financial crime. I found their handouts to be particularly helpful. Hope you did, too!

I do want to apologize for extending our business meeting on April 4 to 1:00 p.m. I know that some of you had to go back to work that afternoon so I hope that it didn't cause you undue hardship. I appreciate your flexibility, patience and attention. I think we accomplished a lot. I'll try to make sure our September business meeting ends on time.

We will sponsor a booth at the October League Conference again this year. The 2006 LKM Annual Conference will be October 7-10, 2006 at the Topeka Capitol Plaza Hotel and Kansas Expocentre.

If you are planning to attend

the LKM October Conference and would like to participate in the LKM conference committee, please let me know. Our LKM sponsored AAKC association breakfast during the LKM Conference will be at 7:30 a.m. on Tuesday morning, October 10. You are invited!

We will be putting together another basket of city items to give away at the October League Conference. Please be thinking about what kind of gift your city would like to contribute to the AAKC basket. Please bring the gift to the AAKC fall business meeting and seminar in Abilene on September 7 - 8, 2006. Darlene Provance, Abilene, has some great ideas for our fall get-together! Darlene asked for you to email her if you have suggestions for training topics.

Darlene's email address is: adminasst@abilenecityhall.com.

Susan Rowan has accepted the role of Chairperson for the Public Affairs Committee. Thank you Susan!

Susan will be contacting members of that committee soon. Active and proactive committee work can accomplish great things for AAKC. I encourage you to share your ideas with your committee members. Please

refer to our AAKC web site for information about our committees. If you are unsure of what committee you serve on or need to change or update information, please inform Secretary Barb Slagle, City of Dodge City, at email address: barbs@dodgecity.org.

Linda Jones has completed the requirements and received approval of her application for CMA certification. Congratulations Linda!

I'll leave you with this thought from a seminar I recently attended. The definition of being assertive:

Say what you *mean*;
Mean what you say;
Don't be *mean* when you say it.

My boss, Eric Wade, often has quotations on his calendar. This one was particularly meaningful to me: "Before you speak, listen. Before you write, think. Before you spend, earn. Before you invest, investigate. Before you criticize, wait. Before you pray, forgive. Before you quit, try. Before you retire, save. Before you die, give."
~William A. Ward

Best regards,

Carolyn Sturgeon

AAKC Members

| | |
|-----------------------|-------------------|
| Darlene Provance | Sarah Somerhalder |
| Nancy Crain | Paula Flores |
| Lesley Shook | Janet Hackney |
| Nancy Turnage | Susan Wettstein |
| Barbie Boots | Megan Williams |
| Jimmie Ruth Diskin | Doris Wing |
| Jennifer L. Gutierrez | Andrea Windholz |
| Sandie Masden | Carol Mitchell |
| Barb Slagle | Linda Razo |
| Susan Evenson | Kelly Passauer |
| Tami Cushenberry | Beth Ann Turner |
| Michele Rodriguez | Rhonda Maxon |

Round Table Discussion Topics—Survey Results

- 2-Council meeting agenda & minutes
- 11-Keeping your boss organized
- 8-Time management/ time consumers
- 7-Office/personnel policies
- 8-Professionalism in the office
- 8-Technology, web sites, imaging
- 6-Solving inner office conflict/negativity
- 11-Filing systems/ records management
- 5-Innovative community programs
- 4-Resolutions & ordinances
- 5-Solutions to pet peeves
- 8-Health and wellness
- 7-Customer relations
- 4-Dress, uniforms & image
- 5-Working with other departments
- 10-Stress management
- 2-How to be a team player
- 8-Public relations
- Those indicating an interest to lead discussions included:
- Nancy Crain/ Technology
- Barb Slagle/Customer relations
- Megan Williams/ technology and/or Innovative Community Programs
- Susan Evenson/Time Management
- Denise Duerkson/Health & Wellness
- Darlene Provance/ various topics
- Carolyn Sturgeon/ various topics
- Sandie Masden/various topics



Conference Survey Results

| | Excellent | Good | Fair | Poor |
|--|-----------|------|------|------|
| Organization of Conference | 21 | 1 | | |
| Fox Theater Tour/Movie | 15 | 1 | | |
| Speaker—Gary Carson | 14 | 7 | | |
| Speaker—Sgt. McClarty & Kelly Hutchinson | 21 | 1 | | |
| Spa Pamper Treatment | 18 | 2 | | |
| Kansas Cosmosphere/IMAX | 14 | 3 | | |
| Meeting Facilities | 20 | 1 | | |
| Meals | 20 | 2 | | |
| Accommodations | 10 | 9 | | |
| Overall Conference | 21 | 1 | | |

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

What was the highlight of the conference for you? *The whole experience—meeting everyone; The Nature Center—being with old friends; The Spa treatment and identify theft, Gary Carson; Presentation on identity theft; Nature Center and all presentations; Everything was very well put together; Meeting all the women; Enjoyed speech on communication from Gary Carson and meeting all the wonderful ladies; Cosmosphere; Cosmosphere; Both speakers were excellent; Meeting everyone and knowing the support is there! Speaker Gary Carson, IMAX movie and everything else; Dillon Nature Center was so relaxing! Meeting my counterparts—sharing work experiences; Speakers were excellent; Each were creative and invited participation from group; Fox Theater; The networking with all my fellow AAKCers! Identify theft.*

What did you like least about the conference? *Eating so late on Thursday; Going all day. Need to stop earlier in the*

evening. 10:00 back to the room is too late; Everything was great! Late Dinner; Rain :) Getting up early; Hotel room; Swipe key to get into hotel; IMAX—good show doesn't reflect—my frailty; Nothing—everything was great!

Please list other topics you would like to learn about. *Office communication technology; Sharing and learning how to deal with Manager vs. council issues—politics among the elected officials; HIPPA certification;*

Which other Kansas city would you like to visit? *Wichita; Salina; Topeka, Olathe; Atchison, Cheney, Sedgwick; Junction City; All of them; Lenexa; Ark City; Winfield; Dodge City;*

Comments: *Excellent, excellent job!! The Hutch ladies worked very hard—Thank you—I think I gained 5 lbs. :)*

Thanks for all your hard work—It was great!

I really enjoyed all aspects of the conference. All 3 speakers were great, the facilities were great, the motel was great, meals were delicious, the tours of City hall and the Public Works facility was very interesting (enjoyed seeing the neat, neat filing system and purchasing supply room). Your PW facility was simply awesome.

So busy—time passed so quickly!

Linda & Carol did a great job with the conference. Thanks so much.

Wonderful! Very well organized.

This was a wonderful conference. I really enjoyed it.

Everyone was so friendly and helpful. My City Adm. Encouraged me to join your organization and I am so thankful.

Thank you for this opportunity! I had a wonderful time!

Good job, girls! Carol & Linda, Thank you so much for a job well done!

Good job, Carol & Linda. You were excellent hostesses and planners for this conference!

Wichita

De Nelson started with the City of Wichita in January of 2002 as the Executive Assistant to the City Manager. She stays busy coordinating the City Manager’s schedule, organizing meetings and conferences, special projects, citizen inquiries and supervising two clerical positions. De enjoys the variety and challenges that come to the office every day and keeps in touch with local business leaders and government officials. There’s never a boring day in the City Manager’s Office!

Prior to her position with the City of Wichita, De was

employed at Westar Energy for 25 years in administrative support to executive management serving in various departments within that organization. De graduated from Central Business College in Wichita, Kansas and has taken additional classes at Wichita State University. De serves as Vice Chair on the Christian Business and Professional Women’s After 5 Club board, and a member of Executive Women International.

De and her husband, David, have three adult children and 2 grandchildren. She enjoys being outdoors with nature,

Meet De Nelson—City of

spending time with family, and traveling whenever she gets the chance.



Meet Rhonda Maxon—City of Junction City

I have lived in the Junction City, KS area my entire life. I graduated from Chapman High School and completed my Associates Degree from Cloud County Community College. I am a member of Xi Beta Chi sorority, Immanuel Lutheran Church and the Kiwanis in Junction City. My hobbies include horseback riding, reading, spending time with family

and friends. I treasure my time with my nieces and nephews.



Meet Janise Enterkin— City of Sedgwick

I have lived in Sedgwick, Kansas for 13 years with my husband Samuel and 3 children, now young adults, Adam 23 yrs., Cory 22 yrs., and Samantha 17 yrs.

I have been City Clerk for a year and a half and have worked for the city for 4 years.



Abilene—September, 2006

Hello AAKC Sisters,
I am looking forward to hosting the fall conference in September.

I sat down with my manager and discussed ideas for the meeting. Among items: Visiting the Historical Museum/Independent Telephony, touring the LeBold Mansion, eating

at the Brookville Hotel, having an Adobe Acrobat Forms presentation (hopefully by our Nancy Crain), touring Abilene on the trolley, a presentation from Cyphrus Bridge (made gift baskets for the Academy Awards), attending the Great Plains Theatre, tour Russell Stover's Candies plant.

So, we have many options and I would love any other suggestions you might have that I missed.

Just let me know!

Darlene



AAKC Executive Board

Carolyn Sturgeon **President**
City of Lenexa
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Paula Flores **Vice President**
City of Garden City
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Barb Slagle **Secretary**
City of Dodge City
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Carol Mitchell **Treasurer**
City of Hutchinson
carolm@hutchgov.com



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Denise Duerksen - Newton
Linda Jones—Osage City
Ruth Patterson—League
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Carolyn Sturgeon- Lenexa

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Carolyn Sturgeon—Lenexa
Ruth Patterson—League
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Web site address:

www.aakc.org

Contact Megan at meganw@greatbendks.net

