



A Mayor's Welcome

In this moment, are you living an authentic life?

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.



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.



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.

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!

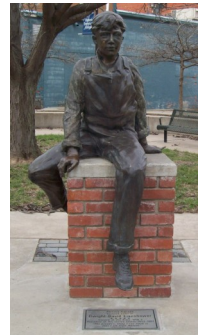
Abilene is a wonderful Kansas community and AAKC was given a warm welcome.

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:

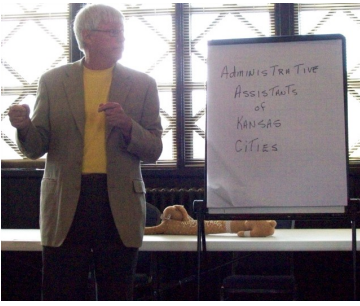
Be employed by a Kansas municipality or unified City/County Government having a manager/administrator or mayor form of government

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