

Administrative Assistants of Kansas Cities/Counties

Fall Conference September 3rd – 4th 2026

City of Newton

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. In 2024, AAKC opened membership to include county administrative assistants.

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.

Host Information:

- Aubrey Wallace | 316-841-0046

ACCOMMODATIONS:

- Holiday Inn Express & Suites | 1430 E Broadway Ct, Newton, KS 67114 | 316-804-7040
- Hotel Information – The Block is under AAKC (25 Rooms available at \$110, reserve rooms by August 15th)
- Booking Link:
<https://www.ihg.com/redirect?path=rates&brandCode=EX®ionCode=1&localeCode=en&checkInMonthYear=082026&checkInDate=3&checkOutDate=4&checkOutMonthYear=082026&hotelCode=EWKNB&GPC=EPV&numberOfAdults=1&numberOfRooms=1&adjustMonth=false&showApp=true&monthIndex=00>

CONFERENCE DETAILS:

Thursday, September 3, 2026	
1:00 p.m.	Meet at City Hall – 201 E 6 th St, Newton, KS 67114
1:10 p.m.	Welcome from Mayor Rich Stinnett
1:15 p.m.	Downtown/Façade Grant Tour – Jen Lehman, CVB/Main Street Coordinator
3:00 p.m.	Check into Hotel – Holiday Inn Express & Suites – 1430 E Broadway Ct, Newton, KS 67114
4:15 p.m.	Committee Meetings – Hotel Lobby
5:45 p.m.	Dinner (at your own expense) & Trivia– Moxie’s 1420 Old Main St, Newton, KS 67114 Trivia hosted by Marilyn Schill, Utility Billing Supervisor
Friday, September 4, 2026	
7:00 a.m.	Breakfast at Hotel
7:45 a.m.	Check out of Hotel
8:30 a.m.	Meet at Newton Fire/EMS Station #3 – 2524-2558 S Kansas Ave, Newton, KS 67114
8:35 a.m.	Welcome from Daniela Rivas, City Manager
8:40 a.m.	1 st Amendment Auditor Training – Erin McDaniel, Director of Communications/PIO
9:45 a.m.	Break
10:00 a.m.	Connecting With Your Communities – Sara Kelly, Communications Coordinator
11:00 a.m.	Break
11:15 a.m.	Business Meeting
12:15 a.m.	Lunch catered – Priary boxed lunches
12:45 a.m.	Wrap-up

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REGISTRATION DETAILS:

In addition to check payments, we are now accepting credit card payments!

Please Register at the link provided: <https://www.zeffy.com/en-US/ticketing/2026-aakc-fall-conference-newton>

FYI-Zeffy is FREE and does not charge a credit card fee but asks for an OPTIONAL donation at the end of the transaction. To bypass this, select Other > \$0. We cannot see these gifts, so they cannot be refunded

Administrative Assistants of Kansas Cities
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AAKC
ADMINISTRATIVE ASSISTANTS **OF** KANSAS CITIES