

**Administrative Assistants of Kansas Cities/Counties**  
**Spring Conference      April 1<sup>st</sup> – 3<sup>rd</sup> 2026**  
**Dodge City**

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:**

- **Caitlyn Alvarado | 620-253-7138 | Jennifer Gutierrez | 620-408-6374**

**ACCOMMODATIONS:**

- Hampton Inn & Suites | 4002 W Comanche | 620-225-0000
- Hotel Information (20 Standard Rooms Available at \$159 per night & 10 King Suites Available at \$169 per night. The block of room is under AAKC.
- Booking Link: <https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=DDCTYHX&groupCode=CHH915&arrivaldate=2026-04-01&departuredate=2026-04-03&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>
- Reserve rooms by **March 2<sup>nd</sup>, 2026**

**CONFERENCE DETAILS:**

|   |   |
|---|---|
| <b>Wednesday, April 1<sup>st</sup> – Early Check in at 3pm</b>                                  |   |
| 3:45 pm   | Meet at Santa Fe Depot- 201 E Wyatt Earp Blvd.  |
| 4:00 pm   | Santa Fe Depot tour   |
| 4:30 pm   | Hospitality presentation by Megan Welsh – CVB Director  |
| 5:30 pm   | Trolley Tour- Melissa McCoy & JoAnn Knight–Showcase the Why Not Dodge & Star Bond Projects              |
| 5:45 pm   | Dinner at Central Station – 207 E Wyatt Earp Blvd. (Dinner on your own)                                 |
| <b>Thursday, April 2<sup>nd</sup> – Boot Hill- 500 W Wyatt Earp Blvd. (Great Western Hotel)</b> |   |
| 6:00 am   | Breakfast provided by hotel   |
| 8:15 am   | Welcome from City Manager, Nick Hernandez   |
| 8:30 am   | Wellbeing as a Tone Setter, Kate Nygren, PhD – University of Kansas                                     |
| 9:15 am   | Break   |
| 9:30 am   | Teams and Teamness/High Performing Organizations, Kate Nygren, PhD – University of Kansas               |
| 11:00 am  | Break   |
| 11:15 am  | Communicating Up, Kate Nygren, PhD – University of Kansas   |
| 12:00 pm  | Lunch catered by Beatty Kelley Restaurant   |
| 1:00 pm   | Community Partnerships/Celebrating Diversity in your community, Mellissa McCoy – Assistant City Manager |
| 1:45 pm   | Break   |
| 2:00 pm   | Committee Meetings  |
| 2:30 pm   | Business Meeting  |
| 4:00 pm   | Break and on your own museum tour   |
| 5:00 pm   | Dinner & Variety show at Boot Hill (Great Western Hotel)  |

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| <b>Friday, April 3<sup>rd</sup> – Municipal Services Building – 100 Chaffin Rd.</b> |   |
|---|---|
| 6:00- 7:30 am   | Breakfast at Hotel & Check out                                      |
| 8:00 am   | Tour of MSB guided by Melissa McCoy, Assistant City Manager         |
| 8:30 am   | Break   |
| 8:45 am   | Virtual AI Training – Christopher Koliba, PhD- University of Kansas |
| 9:45 am   | Break   |
| 10:00 am  | Understanding the Brain-Richard Falcon – Compass Behavioral Health  |
| 10:45 am  | Break   |
| 11:00 am  | Motivational Speaker- TBD   |
| 12:00 pm  | Lunch- Catered by Don Taco  |

**REGISTRATION DETAILS:**

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

Please register using the link below: <https://www.zeffy.com/en-US/ticketing/2026-aakc-spring-conference>

**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.**

