

## Administrative Assistants of Kansas Cities/Counties Fall Conference | September 11-12, 2025 | Salina, Kansas

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:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| • Holly McGinnis   785-819-0527 | • Liz Amos                      |
| • Amanda Morris   785-819-4364  | • Melissa Fowler                |
| • Shelly Collier   785-342-3299 | • Carola Collier   661-645-0491 |

### ACCOMMODATIONS:

- Hilton Garden Inn | 3320 S. 9<sup>th</sup> Street | 785-309-0440
- Rate: \$119/night.
- Reservations can be made by logging on to their website at [hiltongardeninn3.hilton.com](https://hiltongardeninn3.hilton.com) and entering the block code of 9AAKC or call the hotel at 785-309-0440 EXT 0. Identify the group Administrative Assistants of Kansas Cities (AAKC) with code 9AAKC to receive group rate. **Reservations must be made before August 10, 2025.**

### CONFERENCE DETAILS:

Thursday, September 11, 2025	
1:00 p.m.	Meet at the Salina PD Regional Training Center – 3770 Yost Drive, Salina, KS
1:15 p.m.	Welcome by Mayor Greg Lenkiewicz
1:20 p.m.	Tour of Salina PD Training Center – Andy Meek
3:00 p.m.	Check in at hotel – Hilton Garden Inn – 3320 S. 9 <sup>th</sup> Street
4:00 p.m.	Committee Meetings – Hotel lobby
5:30 p.m.	Dinner at Daimaru Japanese Steakhouse – 3045 S. 9 <sup>th</sup> Street (at your own expense)
7:30 p.m.	String Art Craft – hotel lobby
Friday, September 12, 2025	
7:15 a.m.	Check out of hotel
7:30 a.m.	Continental Breakfast at Salina PD Regional Training Center – 3770 Yost Drive
8:00 a.m.	Welcome by Interim City Manager Jacob Wood
8:15 a.m.	Verbal De-escalation Training
9:15 a.m.	Break
9:30 a.m.	Virtual Simulator Training
10:30 a.m.	Break
10:45 a.m.	Business Meeting
12:00 p.m.	Lunch catered
12:30 p.m.	Wrap-up

### 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/2025-fall-conference-salina>

**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.**