



City Commission Agenda Item

Meeting Date: August 6, 2024
From: Randy Frazer, City Manger
Item: Terice Watts AAKC Nancy Crain Administrative Professional of the Year Award Recognition

Purpose: Recognize and congratulate Terice Watts on receiving the Nancy Crain Administrative Professional of the Year Award.

Background: City of Arkansas City Administrative, Assistant Terice Watts was named the Nancy Crain Administrative Professional of the Year during the Administrative Assistants of Kansas Cities (AAKC) Annual Spring Conference held in Olathe, Kansas this year.

The AAKC Municipal Administrative Assistant Award, now known as the Nancy Crain Memorial Award, was established in 2009. It aims to honor administrative assistants who contribute their expertise to their profession and community, along with their commitment to their municipalities.

In 2010, the award was renamed in memory of Nancy Crain, a dedicated AAKC founding member who tragically lost her battle with cancer. At the time of her passing, Crain was an employee of the City of Arkansas City.

Watts began working for the City of Arkansas City as an Administrative Assistant on February 25, 2008. "I was privileged to work with Nancy when I first hired on with the city. It is an honor to be the first to receive the award in the very municipality she worked for," said Watts.

Since her membership with AAKC, Watts has served as membership chair from 2010-2015. Watts currently serves as the AAKC president, a position she was elected to in 2021. In addition, Watts has held roles as president and vice president of the Kansas City Metro Association of Permit Technicians, serving as president from 2017-2022 and currently holding the office of vice president since her election in 2023.

Locally, Watts served as a Jefferson PTO officer from 2008-2011 and the Jefferson Elementary PTO president from 2011-2017. She currently serves as the Cowley County Humane Society president.

The Nancy Crain Memorial Award is one of the highest honors an administrative professional can receive, recognizing those who contribute their skills to their profession and community and their dedication to their municipalities.

Commission Options:

1. Congratulate Terice for all her hard work, achievements and contributions to the department and City of Arkansas City.

Attachments: Nancy Crain Municipal Administrative Assistant Professional of the Year Award & images courtesy of AAKC.

Approved for Agenda by:

Randy Frazer, City Manager