

2003 ANNUAL REPORT

The Northern Plains Area Secretarial Advisory Council (NPASAC) consists of the following members:

Diona Austill, Miles City, Montana

Louise Dalton, Fort Collins, Colorado - Technical Advisor and NACOP Member

Marsha Grunewald, Manhattan, Kansas

Linda Kelly, Clay Center, Nebraska - Chair

Olga Lee, Fort Collins, Colorado – Ex-Officio Member

Cheri Marshall, Lincoln, Nebraska – Recorder and Website Chair

Polly McMichael, Fargo, North Dakota

Accomplishments

- A representative from the Council served on the NPA Leadership Planning Committee and assisted with coordination of the secretarial session. One of the speakers during this session gave a presentation on files management and retention.
- The November 2002 version of the NPASAC Quick Reference Guide was distributed at the NPA Leadership Conference in January 2003.
- NPASAC participated in the National Conference, “2003 Quest to be the Best: Striving for Professional Excellence,” in New Orleans, Louisiana, April 21-25, 2003. Louise Dalton served on the Hospitality Committee. For our table top display, Polly McMichael shipped 200 bags of sunflower seeds for the product sample bags; Diona Austill updated the NPASAC poster; Marsha Grunewald sent a New Secretary Packet; and a copy of our newly revised Quick Reference Guide was exhibited.
- The NPASAC met in December 2003. Two council members, Linda Kelly and Cheri Marshall, rotated off the Council. The two vacancies were filled with Sue Hurd, Manhattan, Kansas, and Cody Jensen, Grand Forks, North Dakota. Marsha Grunewald assumed duties as Chair and Sue Hurd was selected as recorder.
- The NPASAC charter was revised and signed by council members. Webmaster responsibilities were added to the December 2003 charter.
- The NPASAC website was maintained and updated and several links were added by Cheri Marshall. Diona Austill will assume this responsibility.
- NPASAC goals and action items were reviewed and revised.
- Marsha Grunewald continued to update/revise the New Secretary Packet and distributed it to new NPA secretaries. Cody Jensen will assume this responsibility. On behalf of our Council, Cody will telephone new secretaries to welcome them prior to sending them a New Secretary Packet.

- The Resource Assistant List was updated. This listing of secretaries, who voluntarily serve as mentors to other secretaries in specialized areas, is included in the New Secretary Packet and is available to everyone on our Webpage.
- Microsoft Word Version 2002 XP Step by Step Handbook was obtained by the Council and distributed to secretaries in December 2003.

Goals

- Design a logo for NPASAC and incorporate it into our correspondence. Logo contest with a spot award will be open to all NPA secretaries.
- Increase awareness of NPASAC activities by making personal contact with all new NPA secretaries.
- Assist with follow up of Adobe/Word Training for NPA secretaries.
- Maintain/update secretarial resources (i.e., the Quick Reference Guide and webpage) provided by the NPASAC and send a New Secretary Packet to each new NPA secretary.
- Address requirements and requests from NACOP.
- Provide NACOP with information for their quarterly newsletter.
- Diona Austill will periodically submit items on NPASAC activities and helpful tips related to Word/Adobe to the Area Office for inclusion in Northern Highlights (NPA weekly briefing).
- New secretary orientation will be conducted in April 2004.
- Provide Council input into the Secretarial Session of the 2005 NPA Leadership Conference.

1/20/2004