

2004 ANNUAL REPORT

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

Diona Austill, Miles City, Montana - Website Master

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

Marsha Grunewald, Manhattan, Kansas - Chair

Sue Hurd, Manhattan, Kansas - Recorder

Cody Jensen, Grand Forks, North Dakota - Secretary Welcome Packet

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

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.
- The November 2004 version of the NPASAC Quick Reference Guide was up-dated and will be posted on the NPASAC's website.
- The NPASAC met in November 2004. Two council members, Marsha Grunewald and Polly McMichael, rotated off the Council. The two vacancies were filled with Audrey Myers, Mandan, North Dakota, and Jill Miller, Sidney, Montana. Cody Jensen assumed duties as Chair and Sue Hurd will continue as recorder.
- The NPASAC charter was revised and signed by council members.
- The NPASAC website was updated to the new ARS format by Diona Austill and will continue this responsibility.
- NPASAC goals and action items were reviewed and revised.
- Cody Jensen continued to update/revise the New Secretary Packet and distributed it to new NPA secretaries. Audrey Myers will assume this responsibility. On behalf of our Council, Audrey will telephone new secretaries to welcome them prior to sending them a New Secretary Packet.
- Jill Miller will take on the Media Public Relations responsibilities.
- 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.

Goals

- Increase awareness of NPASAC activities by making personal contact with all new 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.
- Provide Council input into the Secretarial Session of the 2005 NPA Leadership Conference.
- New secretary orientation will be conducted in September 2005.
- Jill Miller will periodically submit items on NPASAC activities and Diona Austill will submit helpful tips related to Word/Adobe to the Area Office for inclusion in the Northern Highlights (NPA weekly briefing).
- Annual reports and Secretary Welcome Packets available on the NPASAC website.
- Complete the NPASAC brochure and distribute at the 2005 Leadership Conference.
- Identify and provide Adobe Acrobat resources to secretaries.
- Distribute a mouse pad with the NPASAC logo to all secretaries at the NPA Leadership Conference in April 2005.
- Identify a grammar resource and distribute to secretaries.

Secretary of the Year

- Linda Kelly from the Roman L. Hruska U.S. Meat Animal Research Center in Clay Center, Nebraska received the Secretary of the Year Award. Linda is the secretary to the Center Director.

03/31/05