

2005 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
Sue Hurd, Manhattan, Kansas - Recorder
Cody Jensen, Grand Forks, North Dakota - Chair
Olga Lee, Fort Collins, Colorado - Ex-Officio Member
Jill Miller, Sidney, Montana - Media Contact
Audrey Myers, Mandan, North Dakota - Secretary Welcome Packet

Accomplishments

- The NPASAC developed an informational brochure about the Council.
- Resource book, Action Grammar, Microsoft Word Version XP Step by Step Handbook, and a NPASAC mouse pad were distributed to all NPA secretaries.
- A contest was held to design a logo for the NPASAC.
- A representative from the Council served on the NPA Leadership Planning Committee and assisted with coordination of the secretarial session.
- The NPASAC website was restructured and moved to the ARSNET website.
- The November 2004 version of the updated NPASAC Quick Reference Guide was distributed at the 2005 NPA Leadership Conference and posted on the NPASAC's website.
- In September 2005, a new secretary orientation was held in conjunction with the new scientist orientation.
- The NPASAC met in November 2005. One council member, Diona Austill, rotated off the Council and Sue Hurd resigned due to separation from ARS. The two vacancies were filled with Lori Dimmer, Fargo, North Dakota, and Jackie Byrkit, Clay Center, Nebraska. Audrey Myers assumed duties as Chair and Lori Dimmer will serve as recorder. Cody Jensen will replace Sue Hurd as NACOP representative.
- The NPASAC charter was revised and signed by council members.
- The NPASAC website was updated to the new ARS format by Diona Austill and Jill Miller will assume this responsibility.
- NPASAC goals and action items were reviewed and revised.

- Audrey Myers continued to update/revise the New Secretary Packet and distributed it to new NPA secretaries. Jackie Byrkit will assume this responsibility. On behalf of our Council, Jackie will telephone new secretaries to welcome them prior to sending them a New Secretary Packet and Audrey Myers, Chair, will follow-up with a welcome from the Council.
- Cody Jensen will take on the Media Public Relations responsibilities.

Goals

- The Resource Assistant List will be 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.
- Increase awareness of NPASAC activities by making personal contact with all new NPA secretaries.
- Maintain/update secretarial resources (i.e., the Quick Reference Guide, brochure, 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 2007 NPA Leadership Conference.
- New secretary orientation will be conducted in Spring 2007.
- Cody Jensen will periodically submit items on NPASAC activities for inclusion in the Northern Highlights (NPA weekly briefing).
- Identify and provide Adobe Acrobat resources to secretaries.
- Host NACOP's annual meeting at Fort Collins, Colorado.
- Participate in pilot testing of Share Point software.
- Develop a display for the NACOP National Conference promoting the NPA.

Secretary of the Year

- This award is presented biannually. The next Secretary of the Year will be selected in 2006.

11/2/2005