

2006 ANNUAL REPORT

NORTHERN PLAINS AREA (NPA)

Members of the 2006 Council included:

Jackie Byrkit, Clay Center, Nebraska - Secretary Welcome Packet Coordinator

Louise Dalton, Fort Collins, Colorado - Member

Lori Dimmer, Fargo, North Dakota - Recorder

Cody Jensen (resigned) and Sharon Peterson, Grand Forks, North Dakota - Public Relations & Technical Advisor

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

Jill Miller, Sidney, Montana - Webmaster

Audrey Myers, Mandan, North Dakota – Chair

NOTE: Linda Parnell, Clay Center, Nebraska – Came on board on January 2007, due to the passing away of Jackie Byrkit on November 29, 2006.

Accomplishments

- The NPASAC revised the informational brochure about the Council.
- Representatives from the Council are serving on the NPA Leadership Planning Committee and are assisting with coordination of the secretarial session.
- The NPASAC Web site was redesigned and exists on the ARSNET Web site.
- The 2006 version of the NPASAC Quick Reference Guide was updated and posted on the NPASAC's Web site.
- In October 2006, a New Secretary Orientation was held in conjunction with the New Scientist Orientation.
- The NPASAC met in October 2006. One council member, Cody Jensen, resigned due to separation from ARS. The vacancy was filled by Sharon Peterson, Grand Forks, ND and she will also serve as NACOP representative.
- The NPASAC charter was revised and signed by council members.
- NPASAC goals and action items were reviewed and revised.
- Jackie Byrkit continued to update, revise, and distribute the New Secretary Packet to new NPA secretaries. 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.
- Sharon Peterson assumed the Media Public Relations responsibilities.

- Participated in pilot testing of SharePoint software.
- Hosted NACOP Annual Meeting at the NPA Area Office July 2006.

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.
- Develop a display for the NPA Leadership Conference April 2007 promoting NACOP & NPASAC.
- Provide Council input into the Secretarial Session of the 2007 NPA Leadership Conference.
- New secretary orientation will be conducted in the Fall 2007.
- Sharon Peterson will periodically submit items on NPASAC activities for inclusion in the Northern Highlights (NPA weekly briefing).
- Identify and provide Adobe Acrobat resources to secretaries.
- Develop survey for feedback on the NPASAC Web site.

Secretary of the Year

- Jill Miller from the Northern Plains Agricultural Research Laboratory in Sidney, Montana, received the Secretary of the Year Award. Jill is the Secretary for both the Agricultural System Research Unit and the Pest Management Research Unit.

10/24/2006