

2007 ANNUAL REPORT

NORTHERN PLAINS AREA (NPA)

Members of the 2007 Council included:

Louise Dalton, Fort Collins, Colorado – Ex-Officio Member

Lori Dimmer, Fargo, North Dakota – Recorder

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

Jill Miller, Sidney, Montana - Webmaster

Audrey Myers, Mandan, North Dakota – Chair

Linda Parnell, Clay Center, Nebraska - Secretary Welcome Packet Coordinator

Sharon Peterson, Grand Forks, North Dakota - Public Relations & Technical Advisor

Accomplishments

- 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 Welcome Packet and is available to everyone on our Webpage.
- Provided NACOP with information for their quarterly newsletter.
- Developed a display for the NPA Leadership Conference April 2007 promoting NACOP & NPASAC.
- Sharon Peterson assumed the Media Public Relations responsibilities.
- Representatives from the Council served on the NPA Leadership Planning Committee and Council provided input into the Secretarial Session of the 2007 NPA Leadership Conference.
- Developed and distributed survey for feedback on the NPASAC Web site. Received positive feedback that will provide insight for future direction.
- The NPASAC revised the informational brochure about the Council.
- The NPASAC Web site was redesigned and exists on the ARSNET Web site.
- The 2007 version of the NPASAC Quick Reference Guide was updated and posted on the NPASAC's Web site.
- In October 2007, a New Secretary Orientation was held in conjunction with the New Scientist Orientation.
- The NPASAC met in October 2007. One council member, Sharon Peterson, resigned due to separation from ARS. The vacancy was filled by Diona Austill, Miles City, MT, who will serve as NACOP Representative, Webmaster, and Media Public Relations. Two

council members, Audrey Myers and Jill Miller, rotated off the council. The two vacancies were filled by Marianne McCaulay, Fort Collins, CO, and Susan Coombes, Brookings, SD. Susan was not able to take on the duties so another search will be made for a new member. Lori Dimmer assumed duties as Chair, and Marianne as Recorder.

- Linda Parnell continued to update, revise, and distribute the Welcome Packet to new NPA secretaries. On behalf of our Council, Linda called new secretaries to welcome them after sending them a Welcome Packet. Audrey Myers, Chair, followed-up with a welcome from the Council.
- The NPASAC was renamed to Northern Plains Area Council of Office Professionals (NPACOP) to better reflect our role in the current environment.
- The NPACOP charter was revised and signed by council members.
- NPACOP goals and action items were reviewed and revised.

Goals

- The NPASAC was renamed to Northern Plains Area Council of Office Professionals (NPACOP) to better reflect our role in the current environment. The NACOP will be informed of the name change and all resources and references will be modified.
- A new member will be recruited to replace Susan Coombes.
- The ARS Files Management Guidebook needs updating. Our NACOP representative will bring this to the attention of the national council for their action.
- A standardized position description for office professionals needs to be addressed. Our NACOP representative will bring this to the attention of the national council for their action.
- Recommend to area DAD method of training for gov-trip and additional training for AIMS. Possibly have two training sessions to enable all office professionals the opportunity to attend.
- Research Ag-Learn training opportunities in order to make recommendations to NPA office professionals.
- 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 Welcome Packet and is available to everyone on our Webpage.
- Provide handout on changes regarding Foreign Nationals processing and AIMS. Update the web site as appropriate.
- The web site will be changed over to Site Publisher as part of the NPA website.

- Council recommends that the front office send out an email to all NPA office professionals to advise them of departing and new office professionals.
- Increase awareness of NPACOP activities by making personal contact with all new NPA secretaries.
- Maintain/update office professional resources (i.e., the Quick Reference Guide, Brochure, and Web site) provided by the NPACOP and send a Welcome Packet to each new NPA office professional.
- Address requirements and requests from NACOP.
- Provide NACOP with information for their quarterly newsletter.
- New office professional orientation will be conducted in the Fall of 2008.
- Diona Austill will periodically submit items on NPACOP activities for inclusion in the Northern Highlights (NPA weekly briefing).

Secretary of the Year

- This award is presented biannually. The next Secretary of the Year will be selected in 2008.

10/31/2007