



Education/ Admin. Assistant Monthly Report October 2020

**June Gourd-Yankton
Tribal Administrator
Spirit Lake Tribe**

Mrs. Yankton:

For the month of October 2020, I worked on the Tribal Education Department's budget for FY 2021. I set up a meeting with the Helen Bergstrom Ernst Scholarship to decide on the recipients and the awarded amount. There were 17 tribal members who were selected for the scholarship. This scholarship is disbursed from Ramsey National Bank and once those checks are done I collect them and mail the check to the students' financial aid office. If the student has no outstanding bills he/she will get a check from the college for the awarded amount. However if a bill is owed the school will collect that debt by deducting it from the scholarship to the student.

Administrative Assistant's Report for the Tribal Secretary Treasurer

As the administrative assistant to the Secretary Treasurer I continued to help with daily duties such as timesheets, typing up memos, and updating agendas for meetings and preparing for those meetings by making sure the Tribal Council minutes were typed up and in order along with the resolutions. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account. I emailed out 32 resolutions to the tribal programs and entities; I completed 12 resolutions that were from this current month and resolutions that were missing from the previous months.

I continued to pay the district bills, the four districts wellness centers bills, and the Tribe's General Fund bills. I continued to complete daily duties such as answer phone calls, file, correspond to emails from students, parents and/or coworkers who had questions. I completed any additional duties that the Secretary Treasurer had asked me to complete.

As the assistant for the Tribal Council I drafted memos regarding district events and public service announcements for the enrolled members. I helped out with the Crow Hill District candy bag distribution on Halloween and the intent of this was to lessen the risk of spreading COVID-19.

I was asked by the Tribal Council to be in charge of the gift cards for \$250.00 to the Spirit Lake Grocery, Paul's C-Store or Tokio General Store. The Elders who were 62 and older qualified to fill out a survey and sign for their cards. I also helped with handing out turkeys and hams to the Elders for the upcoming holiday. Some elders didn't receive a ham or turkey until after the holiday because more turkeys and hams needed to be ordered.



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I continued to work on screening, approving and processing the Spirit Lake Tribe's COVID-19 Grant Payment Relief program. I continued to answer calls and emails regarding the status of individual's payments. The deadline was October 30, 2020 for the second payment so this made my phone extremely busy because people wanted to make sure that we received their applications so they didn't miss the deadline.

Respectfully Submitted,

A handwritten signature in black ink that reads "Charmayne Bohanon".

Charmayne Bohanon