



## Education/ Admin. Assistant Monthly Report June 2020

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

**Mrs. Yankton:**

For the month of June 2020, I continued to get emails and calls regarding the lack of funding no incentives were processed for the fifth through twelfth graders, college students or any other academic achievements. I continued to do my daily duties such as answer phone calls, emails and file.

### **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 for the General Assembly and the Recall meeting for Former Chairwoman Cavanaugh. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account.

I emailed out 20 resolutions to various tribal programs and entities. I completed twenty-four resolutions for the month of June and some needed corrections from the month of May and there were four that were incomplete for the month of June.

I created the Fiscal Year 2020 Tribal Council Minutes log to help keep track of minutes that were approved and minutes that needed to be approved. I created the Spirit Lake Tribe's Legislative Process and Status book which was to be part of my new job title duties.

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 updated my spreadsheets to track the college Spring Semester 2020 students in the incentive program. I completed any additional duties that the Secretary Treasurer had asked me to complete.

I also helped the District Representatives coordinate their July 4, 2020 District 4<sup>th</sup> of July events; I created the flyers, got the information out to the community, processed requisitions for the wellness center staff to purchase the supplies, food and fireworks for the main event and fireworks kiddie bags. I enjoyed helping with this event for the community and the kids.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charmayne Bohanon".

Charmayne Bohanon