June Gourd-Yankton
Tribal Administrator
Spirit Lake Tribe

Mrs. Yankton:

For the month of November, I continued with the Elder's gift cards project to make sure everyone received their cards for food. I continued to do my daily duties such as answer phone calls, emails and file.

I processed the first quarter honor roll incentives for the local schools for the 5th grade through 12th grade students. I was also awarded money from the Tribal Council to process high school diploma incentives for the high school students local and non-local there was a total of 90 graduates. I also was able to process the 8th grade graduate's incentives. The Tribal Council increased the students' $25 honorarium to $75. I also created a diploma certificate from the tribal council and the education manager.

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 27 resolutions to tribal programs and entities; I completed 11 resolutions for the month of November 2020.

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.

I continued reviewing applications for individuals to answer phone calls regarding when the person's check was mailed and what address we mailed it to.

Respectfully Submitted,

Charmayne Bohanon