



# BOT SECRETARY REPORT FOR 2020

# BOARD SECRETARY PROCEDURES

- AUTHORITY OF SECRETARY THE CONSTITUTION AND BYLAWS OF THE CTUIR STATES, THE DUTIES AND POWERS OF THE SECRETARY OF THE BOARD OF TRUSTEE. "THE SECRETARY SHALL CONDUCT ALL CORRESPONDENCE, ISSUE PUBLIC NOTICE, TAKE MINUTES, RECORD OFFICIAL ACTIONS, HAVE CUSTODY OF ALL FILES AND RECORDS, ETC.. OF THE BOARD OF TRUSTEE AND AFFIX HER SIGNATURE TO OFFICIAL DOCUMENTS".

# GENERALLY THE BOARD SECRETARY SHALL ADDRESS THE CTUIR GENERAL COUNCIL ANNUALLY AND REPORT ON WORK SESSION, BOARD RESOLUTIONS, AND BOARD TRAVEL FROM PREVIOUS YEAR

- IN 2020 WE HAD 308 WORK SESSION
- 116 RESOLUTION APPROVED BY THE BOARD OF TRUSTEES
- 2020 NOT MUCH BOARD TRAVEL, DUE TO COVID 19, BOARD TRAVEL STOPPED MARCH 16, 2020
- Confederated Tribes of the Umatilla Indian Reservation Revenue & Expense with Commitments - Tribal Government
- Fiscal year thru period ending December 31, 2020 The BOT used 15.2% of the budget .

# SECRETARY DUTIES

## TRIBAL COMMITTEE AND COMMISSION

- Meets with BOT 1 X Month give updates on current application request and commission terms ending.
- Present current list of Commission and Committee and Public Notice, once BOT takes Board Action on application approval/denial, letters are sent out, along with additional paperwork to be processed. Make sure all notices are published public folder and other public entities.
- Notify Chair or Secretary of C/C, Courts, Finance, HR, who has been selected, send paper work.
- Make monthly payments all month long for stipends payments to tribal members.
- Returns monthly phone calls to G.C members regarding action taken on Committee and Commission, or information about position.
- Looking up Rules and Regulations regarding eligibility factors regarding Committee and Commission.

# COMMITTEE AND COMMISSION AND BOARDS BOT SECRETARY SERVERS

- EDUCATION AND TRAINING COMMITTEE
- HEAD START POLICY COUNCIL COMMITTEE
- CTUIR CULTURE COALITION
- BOARD OF DIRECTORS OF UMATILLA COUNTY HOMESTEAD YOUTH LODGE
- NIXYAAWII SCHOOL BOARD

THANK YOU

Any Questions?