

COUNCIL OF THE CHEROKEE NATION  
EXECUTIVE & FINANCE COMMITTEE REPORT

**Group:** Financial Resources      **Month/Year of Report:** April 2010

**Group Leader:** Callie Catcher      **Phone:** 207-3902      **E-mail:** [callie-catcher@cherokee.org](mailto:callie-catcher@cherokee.org)

**I. Budget Highlights – through March**

- a.) Financial Resources – 41% spent
- b.) Treasurer – 33% spent
- c.) IIM – 48% spent
- d.) Acquisition Management – 37% spent
- e.) Support Services – 34% spent

**II. Program Highlights**

**a.) Balanced Scorecard Measures**

- 1. Complete 09 Audit - 100% complete
- 2. Obtain Unqualified Audit Opinion – 100% complete
- 3. No Reportable Conditions on Single Audit –0% complete
- 4. Implementation of SAS 112 audit requirements – 100% complete
- 5. Obtain GFOA Award for FY08 CAFR – 100% complete
- 6. Reports Completed & Submitted by Due Dates – 98% Complete for reports due by 02/28/10.

**b.) Accomplishments**

- 1. Lawson 9.0 Applications Upgrade began March 1
- 2. FY 2009 CAFR Issued March 31
- 3. FY 2011 Budget Cycle preparation began April 1 (Budgets Office)

**c.) Future Plans/New Initiatives**

- 1. Lawson 9.0 Applications Upgrade continues
- 2. 2009 Single Audit underway
- 3. 2011 Budget Cycle budgets due to Budgets Office by May 14th

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<b>Cherokee Nation Acquisition Management Year-To-Date Report Over \$5,000 Transactions October 1, 2009 through February 28, 2010</b>		<b>% of sub-total - TERO vendor submitted Bid</b>
Award to TERO Vendor	\$ 8,125,146.84	87.39%
Award to non-TERO Vendor	\$ 1,171,948.16	12.61%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 9,297,095.00</b>	<b>100.0%</b>
Bid - no bids submitted by TERO Vendors	\$ 3,107,520.44	

Group: Career Services-  
Employment Month/Year of Report: March, 2010

Group Leader: Diane Kelley Phone: 453-5628 Email: dkelley@cherokee.org

**I. Budget Highlights – Please refer to Monthly Financial Report**

None

**II. Program Highlights**

**a. Balanced Scorecard Measures**

Activity	February	YTD	Goal	% of Goal
Training Completions	45	233	650	36%
Employment Completions	63	339	400	85%
Unsubsidized Placement	80	208	400	52%
Retention	37	249	200	125%
WorkKey Credentialing	63	178	450	40%
Job Bank	106	517	2000	26%
Community Service	16	53	60	88%

Balanced Scorecard measures for the previous month will be available the 15<sup>th</sup> of each month.

**b. Accomplishments**

1. TERO was nominated for Small Business Award by Tulsa Metro Chamber.
2. The roof repair on Jay Project has been completed.
3. A Job Fair was held at Rogers State College.

**Initiatives**

1. TERO is working with Purchasing and CN Entities in developing new policies & procedures for Executive Order.

**Group: Certified Indian Owned Businesses (Career and Commerce Services)**

**Month/Year of Report: April 2010**

**Program Highlights**

**a. Balanced Scorecard Measures**

<b>Objective</b>	<b>Metric</b>	<b>2010 Goal</b>	<b>Year to Date Achievement Notes/Comments</b>
Effective Business Workshop Training	# Certified Indian-Owned Business Attendees and % indicating usefulness	500/100%	405/100%
Increase Certified Indian-Owned Business Procurement Awards	% Certified Indian-Owned Business Procurement Awards	75%	67.24% Business Entities eligible procurement \$'s awarded to Certified Indian Owned vendors <ul style="list-style-type: none"> <li>• CNE 69.84%</li> <li>• CN Government 65.50%</li> <li>• Health Entities 82.94%</li> <li>• CNI 37.9%</li> </ul>
Increase Cherokee Citizens employed	% Cherokee Citizens (verified)	Entity CNE – CNB - CN – 82.9% Health - CNI – CRC – Aerospace -	Business Entities <ul style="list-style-type: none"> <li>• CNE (CNE, CHL, WRD, CNSS) 45.64%</li> <li>• CNB (CNB, CNT, CSG) 18.37%</li> <li>• CN Government 79.50% (does not include IPA/MOA)</li> <li>• Health Entities 51.28%</li> <li>• CNI 71.52% (does not include service contract employees)</li> <li>• CRC (not wholly owned by CN) 18.92%</li> <li>• Aerospace 0%</li> </ul>
Increase Indian-Owned Business Certifications	# Newly Certified Indian-Owned Businesses	80	50
Effective One on One Training for Certified Indian Owned-Businesses	# of businesses receiving assistance/% finding useful	300/95%	104/100%
Certified Indian-Owned Business Receiving Financial Assistance	% Certified Indian-Owned Business Loans in Portfolio	75%	0%
Effective Usage of Fees Collected	# Trained	100	23
Effective Monitor of Work Sites – Construction and Housing	# Monitoring Visits	90%	100% - 1,221 sites monitored
Effective Monitor of Bid Openings	# and % Bid Openings Attended	100%	64 bid openings attended
Effective Resolution of Complaints – TERO and EEOC	% Complaints Resolved	100%	6 complaints filed, 1 resolved (17%)

**b. Notable accomplishments:**

1. **Three of the four SBA Oklahoma Business Champions of the Year were TERO Certified Indian-owned Businesses!** Delaware Resource Group (Phil Busey) was Business of the Year; York Electronic Systems (Jennifer Jezek) was Family-owned Business of the Year; and Cherokee Data Solutions (Pamela Huddleston-Bickford) was Minority Business of the Year
2. Created **Certified Indian-owned Business website**, to provide exposure for CIOB on the internet and to maintain an up to date listing of certified businesses. Website will be unveiled in April 2010.

3. Cherokee Nation Tribal Employment Rights Office has been nominated for the **Tulsa Metro Chamber Small Business Award**.
4. Finalizing **policy and procedural changes for TERO and all procurement departments** regarding policy and procedure changes in order to conform to Executive Order 12-10-CS. **Internal training** to begin in April and conclude in May. **External training** with vendors to begin in May and conclude in June.

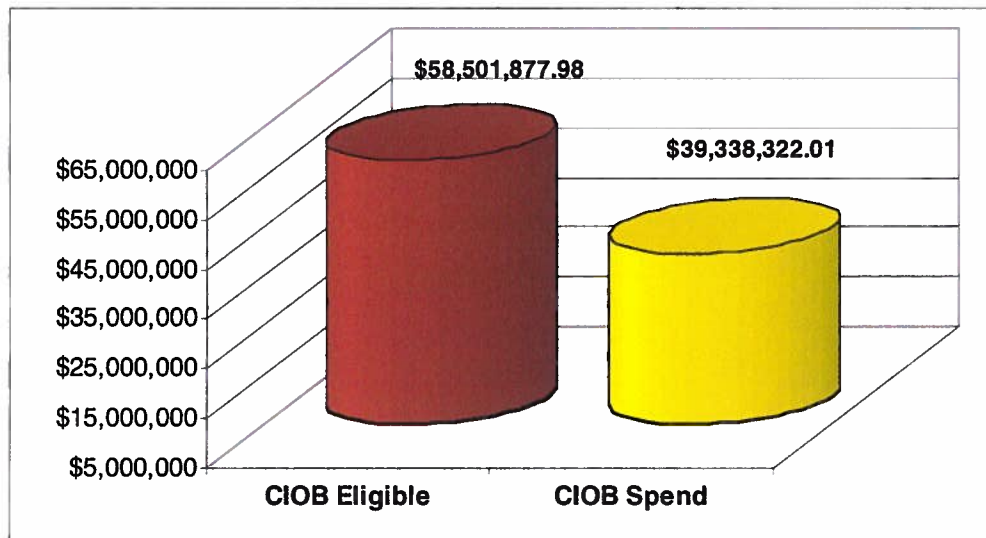
c. Future plans/new initiatives:

1. Cherokee **citizen employment goals** set by business entities.
2. **Electronic notification to all CIOB when a procurement opportunity they qualify for posts** from CN Government. Notification will be through email and text messaging.
3. Comprehensive certification program to aid Certified Indian Owned Businesses with **other city, state, and federal minority certifications**.
4. **CIOB benefits brochure** highlighting the benefits of becoming a certified Indian-owned business, including a listing of all other area governments and purchasers that accept CN certification without the business applying for additional minority certifications.

<b>Business/Entrepreneur Workshops</b>			
<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Workshop</b>
1-Apr-10	Claremore SBAC/RSU	1:00 – 3:00	Section 8(a)/HUBZone
2-Apr-10	Tahlequah	9 - noon	Business Taxes (OTC)
6-Apr-10	Tahlequah, SBAC Bid Center	6:00 – 7:30pm	Home Based Business Branding
8-Apr-10	Claremore	6:00-7:30	Ready for Gov. Contracting?
21-Apr-10	Claremore	6:00 p.m.	Understand and Using Bonds
27-Apr-10	Tahlequah	6:00 p.m.	Understand and Using Bonds
3-May-10	Claremore	5:30 p.m.	CORE Four – Session 1
10-May-10	Claremore	5:30 p.m.	CORE Four – Session 2
17-May-10	Claremore	5:30 p.m.	CORE Four – Session 3
14-May-10	Muskogee	6:00 p.m.	Oklahoma Tax Commission
24-May-10	Claremore	5:30 p.m.	CORE Four – Session 4
3-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 1
4-Jun-10	Tahlequah	9 - noon	Business Taxes (OTC)
8-Jun-10	Claremore	6:00 – 7:30	How to do Business w/CN
10-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 2
15-Jun-10	Tahlequah	6:00 – 7:30	How to do Business w/CN
17-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 3
24-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 4
July (TBD)	Muskogee	4-Oct-10	TERO Vendor Fair
18-Aug-10	Broken Arrow		Minority Business Summit
14-Sep-10	Claremore	6:00 – 7:30	How to do Business w/CN
21-Sep-10	Tahlequah	6:00 – 7:30	How to do Business w/CN
5-Oct-10	Claremore	TBD	CORE Four – Session 1
12-Oct-10	Claremore	TBD	CORE Four – Session 2

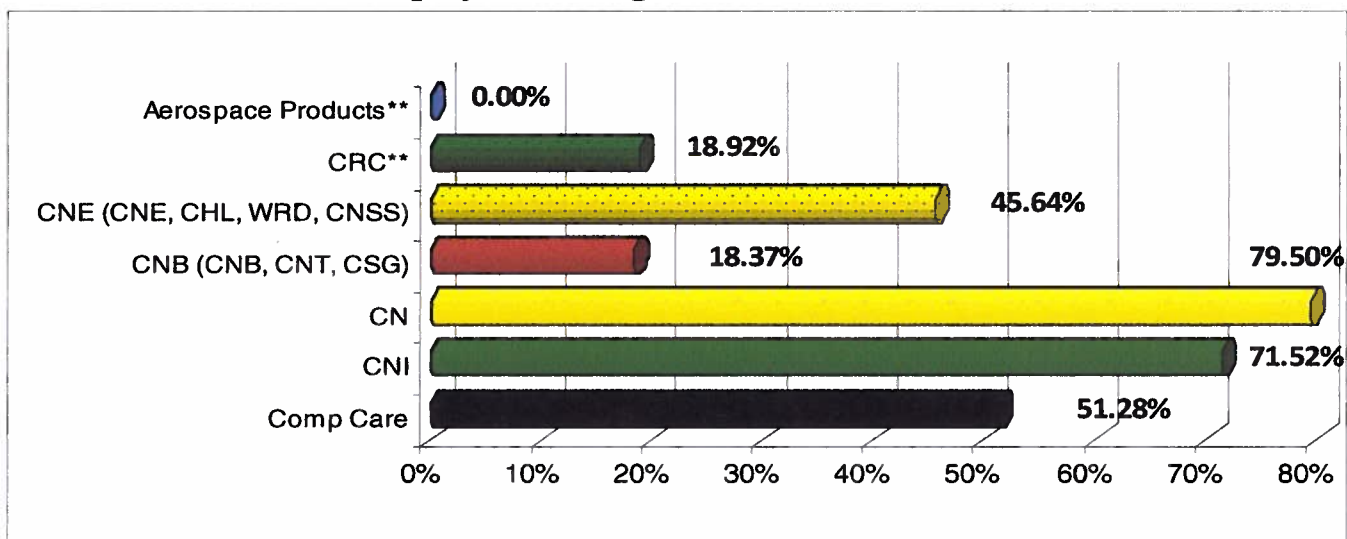
Date	Location	Time	Workshop
19-Oct-10	Claremore	TBD	CORE Four – Session 3
19-Oct-10	Tahlequah	TBD	Oklahoma Tax Commission
26-Oct-10	Claremore	5:30 p.m.	CORE Four – Session 4
November	Hard Rock - Catoosa	10:00-4:00	Certified Indian-Owned Business Fair

**67.24% of CIOB Eligible Procurement Opportunities were awarded to CIOBs**



\*\*Includes CN Government, CNE, CNI, and Health Entities

**60.13% of Employees are registered Cherokee Nation Citizens**



\*\*Companies majority, not wholly, owned

Group: Commerce

Month/Year of Report: April 2010

Group Leader: Anna Knight

Phone: 453-5532

Email: aknight@cherokee.org

**Budget Highlights**

None

**Program Highlights**

a. Balanced Scorecard Measures

Objective	Metric	2010 Goal	Year to Date Achievement Notes/Comments
Investment in Economy	Loan Dollars	\$1,000,000	<b>Commercial: \$928,824</b> <i>Approved Loans Pending Closing</i> <ul style="list-style-type: none"><li>• Retail, Stilwell \$25,000 2 ft</li><li>• Ag Operation, Rose, \$25,000 1 ft</li><li>• Lawn Care, Chouteau, \$25,000 4 ft</li></ul> <i>Pending approval</i> <b>Consumer: \$189,055.00</b>
Investment in Economy	Tourism Dollars		
	a) Community Tourism	a) \$50,000	a) \$16,690 (income to artists/communities through tourism activities)
	b) Tourism Business Development	b) \$100,000	b) \$120,000 (financing tourism related businesses)
Job Creation	# Small Business Jobs Created/Maintained	100	61
	Percentage Cherokee (or Cherokee Family) Employed	90%	73%
Effective Business Training	# Attendees and % Indicating usefulness	500/95%	405/100%
CN Holiday	1. % Increase Sponsorships	a) 5%	Report Due in Summer/Fall 2010
	2. % Increase in Community Games Participation/Holiday Cultural Events	b) 5%	

b. Notable accomplishments

1. **Commercial Loans Closed –YTD – Tahlequah** - Outdoor Gear Retail (1 job), Flower Shop (4 jobs), Tanning Salon (6 jobs), Ag Operation (2 jobs), Artist (5 job); Oologah – Retail (1 job); Muldrow – Diner (3 jobs); Collinsville – Manufacturing (5 jobs); Claremore – Lawn Care (4 jobs), Landscape/nursery (20 jobs); Stilwell – Ag Operation (2 jobs); Briggs – Salvage (6 jobs); Hulbert – Ag Operation (2 jobs);
2. **Charged Off Loans** – Commercial: Monthly Total – 0/\$0, Year to Date Total – 0/\$0 Consumer: Monthly Total – 0/\$0, Year to Date Total –4/\$1,822.69
3. Planning for the **Cherokee Hills Byway Organization** continues with April 21st meeting in Gore.
4. “**Tahlequah - The Art of Living**” will be held in downtown Tahlequah June 12<sup>th</sup>. This year’s event will include more activities by NSU on the North end of Main Street and additional entertainment, including music, on the Cherokee Capitol Square.
5. Planning has begun for the **2010 Northeast Oklahoma Regional Summit** to be held in Tahlequah October 26 and 27. The summit region has been expanded to include all rural counties in the Cherokee Nation and Okmulgee County.

6. Collaborating with local partners to complete an **ODOC Work Ready Community certification** process for CN rural counties – anticipated completion date 2011. The area has met the high school graduation rates, which is the hurdle we were most concerned about.
7. Jennifer Jezek, York Electronic Systems; Kelee Fourkiller-Wright, Equacor Plastics; and Tracy Copeland, TGI Enterprises, have all agreed to volunteer as **mentors for new and expanding businesses**. We continue to seek out successful business owners to serve mentors for the CN Small Business Assistance Center’s newest program - **Bridge to Success**.
8. Graduation Ceremonies for **30 entrepreneurs recently completing the Indianpreneurship business planning** program, a story telling based business planning curriculum. The graduates include artists, tourism related entrepreneurs, and home daycare entrepreneurs.
9. **Four trainers**, including three artists, will be certified to teach the **Artists as Entrepreneurs curriculum** by mid-April. This curriculum focuses on building artists’ capacity to manage their finances, build their markets, and market their products.

c. Future plans/new initiatives

1. **Market Place Entrepreneur Program** to increase competitiveness of Cherokee owned market place businesses and create strategy to increase market place opportunities (including e-commerce)
2. System design for internally generated, automated **Economic Impact Analysis (2010)**.
3. **Youth Entrepreneurship Day in Adair County** in April 28, 2010. Youth from Adair, Delaware, Sequoyah, and Cherokee Counties have been contacted to attend. We have held classes in Stilwell and Sallisaw in preparation for the event. Funding for this event came from ARRA. Next year we will have one Youth Entrepreneurship Day in Tahlequah and all schools within CN will be invited.
4. Community Tourism continues to coordinate **Oklahoma Arts Council - Leadership Arts Sessions** for the Tahlequah/Muskogee area and has been asked to coordinate a Tahlequah focused panel at a statewide conference.

5.

**Lending \$’s Available** (pending and approved/pending applications not considered)

▪ IRP:	\$509,185.61	▪ ICDBG Adult:	\$667,243.30
▪ Commercial:	\$43,359.67	▪ ICDBG Youth:	\$206,311.00
▪ CDFI:	\$773,318.33	▪ Consumer Lending:	\$198,552.63

\*Bank statements were not available at time of report for the month of April.

<b>Business/Entrepreneur Workshops</b>			
<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Workshop</b>
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2-Apr-10	Tahlequah	9 - noon	Business Taxes (OTC)
6-Apr-10	Tahlequah, SBAC Bid Center	6:00 – 7:30pm	Home Based Business - Branding
8-Apr-10	Claremore	6:00-7:30	Are You Ready for Gov. Contracting? (REI)
21-Apr-10	Claremore	6:00 p.m.	Understand and Using Bonds (Brown & Brown)
27-Apr-10	Tahlequah	6:00 p.m.	Understand and Using Bonds (Bardell & Bardell)
3-May-10	Claremore	5:30 p.m.	CORE Four – Session 1



Date	Location	Time	Workshop
10-May-10	Claremore	5:30 p.m.	CORE Four – Session 2
17-May-10	Claremore	5:30 p.m.	CORE Four – Session 3
14-May-10	Muskogee	6:00 p.m.	Oklahoma Tax Commission
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10-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 2
12-Jun-10	Tahlequah	ALL DAY	Art of Living
15-Jun-10	Tahlequah	6:00 – 7:30	How to do Business w/CN (Procurement)
17-Jun-10	Tahlequah	5:30 p.m.	CORE Four – Session 3
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July (TBD)	Muskogee	4-Oct-10	TERO Vendor Fair
18-Aug-10	Broken Arrow		Minority Business Summit (REI)
14-Sep-10	Claremore	6:00 – 7:30	How to do Business w/CN (Procurement)
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19-Oct-10	Claremore	TBD	CORE Four – Session 3
19-Oct-10	Tahlequah	TBD	Oklahoma Tax Commission
26-Oct-10	Claremore	5:30 p.m.	CORE Four – Session 4
November	Hard Rock - Catoosa	10:00-4:00	Certified Indian-Owned Business Fair

### Traditional Native Games – Cherokee National Holiday

Date	Location	Time
24-Apr-10	Dripping Springs	Starts at 10:00 AM
22-May-10	Kenwood School	Starts at 10:00 AM
12-Jun-10	Muskogee, 3 Rivers Clinic	Starts at 10:00 AM
17-Jul-10	Sallisaw City Park	Starts at 10:00 AM
7-Aug-10	Bell Powwow	Starts at 10:00 AM
5-Sept-10	Play-offs, Tahlequah, West of Complex	Starts at 10:00 AM

**COUNCIL OF THE CHEROKEE NATION**  
**EXECUTIVE & FINANCE COMMITTEE REPORT**

**Group:** Cherokee National  
Historical Society

**Month/Year of Report:** January - March / 2010

**Executive  
Director:**

Carey Tilley

**Phone:**

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6007 ext.  
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**Cherokee National Historical Society**  
**Written Report to the Executive Finance Committee of the CN Council**  
**Thru March 31, 2010**

***Mission: To preserve, promote, and teach Cherokee History and Culture.***

We have completed the first quarter of our fiscal year at the Cherokee Heritage Center. Early service numbers through February and March are in (we are closed in January). We are currently behind last year's record pace in off-site programming which also brings down the total people served. This is due to a special program to c. 1,000 people in Tennessee in 2009 that did not recur this year. Totals from regular admission and groups are almost identical to 2009 (down less than 1%). While we would like to always see continued improvement, these numbers represent our slow season and should not be considered an end to the impressive growth of the past few years.

**The "New Ancient Village"**

First opened in 1967, the village has been a vital resource in the preservation of Cherokee culture. Over one million visitors have met the Cherokee people and heard their story there. It has served as the school for many National Treasures and master artists. And it has been an important source of income for an estimated one thousand Cherokee workers through the years. The Cherokee people working through the Cherokee National Historical Society have demonstrated that they are excellent at this medium. Guided tours and living history demonstrations set in the early days of written Cherokee history should continue.

Although not built to last, the structures in the village have had surprising longevity. Still, their current state of disrepair due to the ravages of time has rendered all but the council house beyond salvage. Knowing that a new village was needed, we have spent much time over the past two years working with leading experts in various aspects of Cherokee research creating a new plan that utilizes significant archaeological discoveries and historic documentation that was not available in the 1960's. The result was the most detailed and comprehensive scholarly look at early eighteenth-century Cherokee architecture and village layout compiled to date. Important physical attributes that were hazy or hypothetical in 1967 have become much more clear. If the plan as proposed is fully implemented then our village could be the most authentic recreation of early historic tribal architecture built to date.

Work on the first phase of the Ancient Village continues. The first Summer house has been framed and wattled while framing of the first winter house is well under way. Even though only partially constructed, these houses clearly illustrate that the Cherokee people built substantial structures that were both comfortable and efficient. We also have detailed plans for grading and initial landscaping which we plan to put out for bids before the end of April.

**Art Show**

Our 39<sup>th</sup> ***Annual Trail of Tears Art Show*** opened on April 9<sup>th</sup> with well over 100 people in attendance. The show includes 164 entries from 88 Native American artists. This year's Grand prize Winner was an untitled

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miniature by Norma Howard depicting a street scene in Indian country. The show will continue through May 2nd. Our next exhibition featuring the Cherokee-English Trade in the 1700's will open on May 10<sup>th</sup>.

Cherokee Language Tours

We are also excited to announce that in early May we will begin a new program entitled "*In Our Own Words*" featuring Cherokee Language Tours. Through a \$48,000 grant from the Institute of Museum and Library Services awarded in partnership with the Cherokee Nation we have hired two fluent Cherokee speakers to present tours in the Cherokee language. They will guide visitors on two types of tours daily. The first will introduce visitors to the Cherokee Language by interspersing Cherokee words and phrases into the village tour. The second tour, designed specifically for Cherokee speakers, will be presented completely in the Cherokee language. This tour will be offered once a day at a set time and by appointment. Cherokee speakers participating in the tour will not be charged an admission fee. The grant also provided funding to create a written translation of the village script in the Cherokee language. The script is in phonetics, syllabary, and English.

These items represent some of the work taking place at the Heritage Center. I would like to encourage you all to visit and see the improvements that are in progress. Please feel free to contact me at the number or email below if you would like to discuss our plans in more detail.

Sincerely,

*(submitted electronically)*

Carey L. Tilley  
Executive Director  
918-456-6007 ext. 6151 (new extension)  
[Carey-tilley@cherokee.org](mailto:Carey-tilley@cherokee.org) (corrected email)