

We Need an Office Manager at the MC

<http://www.Osages-You-Need-To-Know.com> November 9, 2014

IN MY OPINION:

Our 3rd Osage Minerals Council has decided to restructure the way the MC office is operated. This is a good thing and it was sorely needed. It's not that a great majority of the former employees were not qualified but they were poorly motivated, and they had less than qualified leadership directing their activities. These ladies tried very hard to keep things running for the Council and most did a very good job, but many times there was a lack of direction and coordination of their activities.

On September 29, 2014, the Council made their first move toward this effort. However, it looks to me like they were a little premature. They, in essence, fired the entire 3 person secretarial staff by passing a budget that did away with the 3 office positions. The result was, as of October 1, 2014, the office was empty. Councilwomen Boone and Erwin volunteered to come in and answer the phones, but I doubt they have been cleared as 'trust clerks' so anyone needing help with their trust documents are likely being referred to the BIA or the Solicitor's office. Today, nearly 6 weeks later, we still don't have a receptionist or a trust clerk at the MC office. Why they fired everybody before securing some kind of replacement, is beyond my comprehension.

It's my understanding that the first person to be hired will be for the new position of 'Executive Administrative Secretary.' This IS a good thing and it will take a huge load off of our Chairman. This position, as defined by its very title, will carry a boat load of responsibilities. The position will report directly to the Chairman of the Council but must also be available to each Council member as necessary. Some of the many responsibilities will be:

- Oversee preparations for each Council meeting and see to the functions of taking minutes, live audio broadcast and recording of meetings, and taking and recording votes of the Council.
- Timely preparation of formal minutes for approval at the next Council meeting.
- Preparation of motions and resolutions for presentation.
- Composition of written communications as directed by the Council Chairman or other Councilpersons.
- Supervision of office staff and scheduling.
- Participating in interviews for any new office staff and performing employee evaluations.

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- Overseeing publication of the quarterly Shareholder newsletter.
- Training and serving as a 'trust clerk.'
- Interacting with the Osage Oil & Gas Summit steering committee and helping put on the annual event.
- Develop and populate databases for MC use concerning available leases, production history of leases, and leases needing plugging and remediation.
- Assist with continuing development and population of the OMC web page.
- Work closely with the Council's media committee and the Council Chairman to develop press releases and to communicate other pertinent information to the Shareholders.
- Work with BIA to facilitate MC digital access to current production records of all leases and archive this information in a MC database.
- Work with BIA to facilitate a digital mapping system for the MC that mirrors the system that BIA has promised to implement.
- Work with the Osage Nation Information Technology Department to establish links on the OMC web page to all accounting, production history, and digital mapping for use by our oil and gas producers.

Finding a person with the right qualifications for this job may be difficult and it may take a little time, but to hire anyone less than qualified will put us right back in the same situation we've been in. It will probably be impossible to find a person with the exact skill set listed above, but a person with extensive experience in office management, data management, record keeping, and hopefully with a little oil and gas experience in their background, will be able to begin setting up the basic structure immediately, and the rest can be learned of it as it becomes necessary.

Let's wish the MC much luck with this endeavor, and let's hope they can accomplish this post haste.

Ray McClain, Osage Mineral Estate Beneficiary