



Chautauqua, Cattaraugus, Allegany & Steuben Counties
Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

"This institution is an equal opportunity organization"

William Daly, Chairman
Richard Zink, Chief Executive Officer

STERA Governance Committee

Notice of Upcoming Meeting

Date: Monday, March 10, 2014
Time: 9:00 AM – 9:30 AM
Place: Southern Tier West Planning and Development Board Main Conference Room
Center for Regional Excellence
4039 Route 219, Suite 200
Salamanca, New York

Please see <http://www.ccasstera.org/htm/document%20to%20be%20discussed/2014/march10.2014.html> for access to documents that will be discussed at this meeting.

Agenda

1. Roll Call and Introduction of Those Present
2. Reading and Approval of the Minutes of the June 17, 2013 Meeting
3. Unfinished Business
4. New Business
 - A. Annual Policy and Report Development and Review
 1. Review of current policies (see attached list)
 2. Review of reports (see attached list)
 3. Review of structure, governance, and operating activities
 - B. Other New Business
5. Public Comment
6. Next Meeting Date and Agenda for Next Meeting
7. Adjournment

Please contact Tom Barnes at 716-945-5301 x 209 or tbarnes@southerntierwest.org to indicate whether or not you will be able to attend.

STERA Policies to Be Reviewed at the March 10, 2014 Governance Committee and Board Meetings:

Audit Committee Charter
Bylaws
Code of Ethics
Compensation, Reimbursement, and Attendance Policy
Competencies and Personal Attributes Required of Board Members Policy
Defense and Indemnification Policy
Equal Opportunity and Affirmative Action Policy
Governance Committee Charter
Internal Control Procedures
Investment Policy
Lobbying Policy
Management Performance Evaluation Standards
Measurement Standards Performance Evaluation
Mission Statement
New Member Orientation Process
New Member Orientation Process Reference Document
Procurement Guidelines (Contract and Procurement Policy)
Property Disposition Guidelines
Public Access to Records Policy
Public Access to Records - Subject Matter List
Records Management Program
Travel and Use of Discretionary Funds Policy
Uniform Tax Exemption Policy
Whistleblower Policy

STERA Reports to Be Reviewed at the March 10, 2014 Governance Committee and Board Meetings:

Annual Report
Audit Committee Charter Review Report
Audit Committee Self-Evaluation Report
Audit FYE Dec 31, 2013
Audit Management Letter FYE Dec 31, 2013
Board Self-Evaluation Report
Board Self-Evaluation Report 2011 vs 2012 vs 2013
Board Member Attendance Evaluation Report
Board Self-Evaluation Report
Budget for 2014
Executive Committee Self-Evaluation Report
Four-Year Financial Plan for 2014 to 2017
Governance Committee Charter Review Report
Governance Committee Self-Evaluation Report
Investment Report
Management Evaluation Report
Management Report: Financial Disclosure and Ethics Report
Organizational Self-Evaluation Report
Organizational Compliance Evaluation Report
Organizational Effectiveness of Internal Controls Report
Procurement Report
Property Disposition Report
Property Listing Report
Records Management Program Report