



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"

Terry Everetts, Chairman
Richard Zink, Chief Executive Officer

EXECUTIVE COMMITTEE SELF-EVALUATION REPORT TO THE STERA BOARD
on
EXECUTIVE COMMITTEE FUNCTIONS FOR CALENDAR YEAR 2016

Submitted March 27, 2017

1. Executive Committee Meetings

- A. Number of Meetings:** The Executive Committee did not meet during 2016. The meeting of the Executive Committee scheduled to be held on March 7, 2016 was cancelled for lack of a quorum. The meeting was not re-scheduled. There is no Executive Committee Charter, and the STERA Bylaws does not require the Committee to meet a certain minimum of times per year. Accordingly, the Executive Committee meets only when needed to do business for the Board in between Board meetings.
- B. Authority of the Executive Committee to Act for the Board:** The STERA Bylaws specify that if the Executive Committee meets to do business for the Board in between Board meetings, it shall only have the authority to execute the powers of the Board when the Board is not in session if the Board explicitly delegates or specifies "certain matters, powers, or issue parameters so as to give direction to or constrain the authority of the Executive Committee in executing the powers of the Board." During 2016, the Executive Committee Meeting did not act on any matters that it had not been explicitly authorized by the STERA to act upon. The STERA Board has a strong disposition to doing all business at the full Board level, as opposed to delegating business to the Executive Committee.
- C. Public Notice of Meetings / Open Meetings Law Compliance:** The scheduled March 7, 2016 Executive Committee meeting was properly noticed and open to the public as required, and the agenda of the meeting were made available to the public on the Authority web site as required. As noted above, the meeting was canceled due to the lack of a quorum, and the meeting was not re-scheduled; accordingly, there were no minutes. However, the Authority did place a document on its web site noting the cancelation.
- D. Summary:**
- **Deficiencies:** None.
 - **Evaluation:** The Executive Committee met its responsibilities in this regard during the year ending December 31, 2016.
 - **Recommendations:** None.

2. Summary Self Evaluation of Executive Committee Functions During Calendar Year 2016

A. Successes

- The Committee complied with its functions as regards meetings, operating functions, and

regulatory compliance.

B. Deficiencies

- None.

**Approved by the Executive Committee
And
Submitted to and Approved by the Board of Directors of the
Chautauqua, Cattaraugus, Allegany, and Steuben
Southern Tier Extension Railroad Authority
On March 27, 2017**

Thomas M. Barnes

Secretary

March 27, 2017

Date