



Chautauqua, Cattaraugus, Allegany & Steuben Counties

Southern Tier Extension Railroad Authority

**Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
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**"This institution is an equal opportunity organization"
John Margeson, Chairman**

STERA Governance Committee

Notice of Upcoming Meeting

Date: Tuesday, March 1, 2011
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
Salamanca, New York

Agenda

- 1. Roll Call and Introduction of Those Present**
- 2. Reading and Approval of the Minutes of the November 15, 2010 Meeting**
- 3. Unfinished Business**
- 4. New Business**
 - A. STERA Policies**
 - Current Policies
 - Revisions to Governance Committee Charter
 - Revision of Bylaws
 - Code of Ethics (Standards of Conduct Policy)
 - Compensation, Reimbursement and Attendance Policy
 - Contract and Procurement Policy (i.e., Procurement Guidelines)
 - Defense and Indemnification Policy
 - Investment Policy
 - Lobbying Policy
 - Measurements for Organization Performance Evaluation
 - Mission Statement

- New Member Orientation Process
- New Member Orientation Process Reference Document
- Property Disposition Guidelines
- Travel Policy
- Uniform Tax Exemption Policy
- Whistleblower Policy
- Proposed New Policies
 - Records Management Program
 - Equal Opportunity and Affirmative Action Policy
 - Management Performance Evaluation Standards
 - Competencies and Personal Attributes Required of Board Members
 - Public Access to Records Policy
 - Public Access to Records – Subject Matter List

B. STERA Reports

- Four-Year Financial Plan for the years 2011 – 2014
- Property Listing Report for the year ending December 31, 2010
- Property Disposition Report for the year ending December 31, 2010
- Procurement Report for the year ending December 31, 2010
- Investment Report for the year ending December 31, 2010
- Performance Evaluation Processes and Reports
 - Summary of Performance Evaluation Processes
 - Organizational Self-Evaluation Report for the year ending December 31, 2010 using Measurement Standards per NYS ABO Policy Guidance 10-02
 - Organizational Compliance Evaluation Report for the year ending December 31, 2010
 - Organizational Assessment of the Effectiveness of Internal Controls for the year ending December 31, 2010
 - Board Self-Evaluation Report for the year ending December 31, 2010 per NYS ABO Policy Guidance 10-05
 - Board Member Attendance Evaluation Report for the year ending December 31, 2010
 - Governance Committee Self-Evaluation Report for the year ending December 31, 2010
 - Audit Committee Self-Evaluation Report for the year ending December 31, 2010
 - Executive Committee Self-Evaluation Report for the year ending December 31, 2010
 - Management (Corporate Officers) Evaluation Report for the year ending December 31, 2010
 - Annual Report for the year ending December 31, 2010

C. Structure, Governance, and Operating Activities

- NYS ABO Policy Guidance 11-01: Compliance Review Process
- NYS ABO Policy Guidance 11-02: Enforcement Powers of the Authorities Budget Office
- Acknowledgement of Fiduciary Duties and Responsibilities Form
- Cattaraugus County Ethics (conflict of interest and financial disclosure) Form
- Governance Practices with respect to Transparency, Independence, Accountability, Fiduciary Responsibilities, and Management Oversight
- Competencies and Personal Attributes Required of Board Members
- New Member Orientation Process

- Compliance with Board Member Training Requirements
- Compliance with Staff Training Requirements
- Number and Structure of STERA Committees
- Compensation and Benefits for the Managing Director and Other Senior Authority Officials
- Other STERA Policies or Documents Related to the Governance of the Authority

D. Other New Business

5. Next Meeting Date and Agenda for Next Meeting

6. Adjournment

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