



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"
John Margeson, Chairman**

STERA Governance Committee

Notice of Upcoming Meeting

Date: Monday, March 5, 2012
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-

Please see <http://www.ccasstera.org/htm/march5.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 October 17, 2011 Meeting**
- 3. Unfinished Business**
 - A. Audit Committee Charter Revision**
 - B. Internal Control Procedures**
 - C. Contract and Procurement Policy**
 - D. If available: Proposed Bylaw Revision re: Treasurer /CFO Being a Board Member and Proposed Job Description of CFO**
 - E. If available: Proposed STERA-STW Contract for Administrative Services**
 - F. Other Unfinished Business**
- 4. New Business**
 - A. Annual Policy and Report Development and Review**
 - 1. Review of current policies**

2. Review of reports

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.