



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

MINUTES – June 17, 2013

The Governance Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority met at 9:00 AM on June 17, 2013 in the Conference Room in the office of the Southern Tier West Regional Planning and Development Board in the Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York. The following persons were in attendance:

Committee Members In Attendance

Joseph Eade, Chairman
Seth Corwin
William Daly
Timothy O'Grady

Representing

Cattaraugus County
Steuben County
Chautauqua County
Allegany County

Other Board Members In Attendance

Adam Gorczyca
Jerry Scott

Chautauqua County
Southern Tier West

Others Attending

Thomas Barnes

Representing

STERA Corporate Secretary

1. Call to Order and Introduction of Those Present

Committee Chairman Joseph Eade called the meeting to order at 9:10 AM. He noted the presence of a quorum for the meeting.

2. Reading and Approval of the Minutes of the Previous Meeting

The Committee approved the minutes of the prior meeting, held March 18, 2012 (Corwin, Daly, passing unanimously).

Unfinished Business

There was no unfinished business.

New Business

3. Review of STERA Management Report - Financial Disclosure and Ethics Report June 2013

After review and discussion of the STERA Management Report - Financial Disclosure and Ethics Report June 2013, the Governance Committee adopted a resolution recommending that the Board make a finding that STERA did not have any conflicts or ethical issues during calendar year 2012, and approve the STERA Management Report - Financial Disclosure and Ethics Report June 2013 (Daly, Corwin, passing unanimously). Mr. Daly noted the potential impacts of abstentions due to potential conflict situations on quorum and compliance with voting requirements (i.e., the need for a majority of the entire Board or Committee membership to vote in the affirmative to take action).

4. Review of Draft Travel and Use of Discretionary Funds Policy

The Governance Committee reviewed and discussed the draft Travel and Use of Discretionary Funds Policy, which was developed based on the policy template provided by Mr. Griffin, which itself was developed by Harris Beach. The policy combines both a Travel Policy and a Use of Discretionary Funds Policy into a single policy. STERA already has a Travel Policy, which also had been developed using a template policy provided directly to STERA by Harris Beach. After discussion, the Governance Committee adopted a resolution recommending that the Board approve the Travel and Use of Discretionary Funds Policy, replacing the current Travel Policy (Corwin, Daly, passing unanimously).

5. Other New Business

There was no other new business.

6. Public Comment

There was no public comment.

7. Next Meeting Date and Agenda for Next Meeting

The Governance Committee will next meet on October 21, 2013 at 9:00 AM.

8. Adjournment

The Committee adjourned at 9:20 AM (Corwin, Daly, passing unanimously).

I certify that this is an accurate summary of the meeting of the Governance Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority held on the date indicated above.

Name: Thomas M. Barnes

Office: Secretary

Date: June 17, 2013