



**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"

**William Daly, Chairman**  
**Richard Zink, Chief Executive Officer**

## Notice of Meeting of Board of Directors

**Date:** Monday May 5, 2014  
**Time:** 9:00 AM  
**Place:** Southern Tier West Planning and Development Board Conference Room  
(second floor in Southern Tier West building)  
Center for Regional Excellence  
4039 Route 219  
Salamanca, New York

Please see <http://www.ccasstera.org/htm/document%20to%20be%20discussed/2014/may5.2014.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 December 16, 2013 Meeting
3. Communications
4. Report of the Treasurer
  - A. Treasurer's Report
- B. Unfinished Business
  - A. Review and Approval of Audit
  - B. Review and Approval of Reports and Policies
  - C. Other Old Business
5. New Business
  - A. Appointment of Nominating Committee
  - B. Appointment of Members to Audit Committee, Executive Committee, and Governance Committee
  - C. Cattaraugus County Rail Rehabilitation Project
    - a. Authorization of NYS DOT Funding Application
    - b. NY SEQR Review
6. Public Comment
7. Next Meeting Date: June 16, 2014 (Annual Meeting)

## **8. Adjournment**

Please contact STERA Secretary Tom Barnes at 716-945-5301 x 209 or [tbarnes@southerntierwest.org](mailto:tbarnes@southerntierwest.org) to indicate whether or not you will be able to attend.

**STERA Policies to Be Reviewed at the May 5, 2014 Board Meeting:**

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 May 5, 2014 Board Meeting:**

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