



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: Monday, December 5, 2011
Time: 9:00 AM – 10:00 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 October 17, 2011 Meeting**
- 3. Unfinished Business**
 - A. Audit Committee Charter Revision**
 - B. Contract and Procurement Policy**
 - C. Internal Control Procedures**
 - D. Bylaw Revision re: Treasurer /CFO Being a Board Member and Job Description of CFO**
 - E. STERA-STW Contract for Administrative Services**
 - F. Annual Policy and Report Development and Review**
 - G. Other Unfinished Business**
- 4. 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.