



**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, October 15, 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/october15.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 June 18, 2012 Meeting**
- 3. Unfinished Business**
  - A. Proposed Revised Internal Control Procedures**
  - B. If available: Proposed Job Description of CFO**
  - C. If available: Proposed STERA-STW Contract for Administrative Services**
  - D. Other Unfinished Business**
- 4. 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](mailto:tbarnes@southerntierwest.org) to indicate whether or not you will be able to attend.