



Chautauqua, Cattaraugus, Allegany and 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”

Frank “Jay” Gould, Chairman
Richard Zink, Chief Executive Officer

EXECUTIVE COMMITTEE SELF-EVALUATION REPORT TO THE STERA BOARD on EXECUTIVE COMMITTEE FUNCTIONS FOR CALENDAR YEAR 2020

Submitted March 15, 2021

1. Executive Committee Meetings

- A. Number of Meetings:** During 2020, the Executive Committee did not meet. It had been scheduled to meet once, on March 30, 2020; however, that meeting was canceled due to the pandemic. There is no Executive Committee Charter, and the STERA Bylaws does not require the Committee to meet a certain minimum of times per year. Accordingly, the Executive Committee meets only when needed to do business for the Board in between Board meetings.
- B. Authority of the Executive Committee to Act for the Board:** The STERA Bylaws specify that if the Executive Committee meets to do business for the Board in between Board meetings, it shall only have the authority to execute the powers of the Board when the Board is not in session if the Board explicitly delegates or specifies “certain matters, powers, or issue parameters so as to give direction to or constrain the authority of the Executive Committee in executing the powers of the Board.” During 2020, the Executive Committee Meeting did not act on any matters that it had not been explicitly authorized by the STERA to act upon. The STERA Board has a strong disposition to doing all business at the full Board level, as opposed to delegating business to the Executive Committee.
- C. Public Notice of Meetings / Open Meetings Law Compliance:** The scheduled March 30, 2020 Executive Committee meeting was properly noticed and open to the public as required, and the agenda of the meeting were made available to the public on the Authority web site as required. Minutes of the meeting were posted on the Authority’s web site as required.
- D. Summary:**
- **Deficiencies:** None.
 - **Evaluation:** The Executive Committee met its responsibilities in this regard during the year ending December 31, 2020.
 - **Recommendations:** None.

2. Summary Self Evaluation of Executive Committee Functions During Calendar Year 2020

A. Successes

- The Committee complied with its functions as regards meetings, operating functions, and regulatory compliance.

B. Deficiencies

- None.

**Approved by the Executive Committee
And
Submitted to and Approved by the Board of Directors of the
Chautauqua, Cattaraugus, Allegany, and Steuben
Southern Tier Extension Railroad Authority
On March 15, 2021**

Thomas M. Barnes

Secretary

March 15, 2021

Date