



**ANNUAL MEETING OF THE
CORPORATION OF CHAUTAUQUA INSTITUTION
AUGUST 10, 2019**

Draft Minutes

Subject to Approval at the 2021 Annual Meeting of the Corporation

The annual meeting of the Corporation was held Saturday, August 10, 2019, 10 a.m., in the Hall of Philosophy at Chautauqua Institution, Chautauqua, New York.

James A. Pardo, Chairman of the Board of Trustees, called the meeting to order. Proof of publication of notice of the meeting was submitted and placed on file with the secretary. Mr. Pardo reviewed the membership qualifications as outlined in the New York State Charter of Chautauqua Institution. He recognized Ms. Carolyn Byham, Ms. Bonnie Gwin, Mr. Donald Boswell and Mr. John Milos for their dedication and commitment to Chautauqua and the work of the Board of Trustees with a collective 32 years of service and noting their terms expire in October 2019.

The minutes of the August 11, 2018, meeting were accepted as presented.

The meeting proceeded to the election of a Class B Trustee. Mr. Pardo explained the election process in which the nominating committee of the Chautauqua Property Owners Association presents a corporation nominee and per the Institution By-Laws other candidates can self-nominate or be nominated with notification to the Corporation Secretary 10 days prior to this meeting. Candidates must meet the legal requirements as stated in the By-Laws which require that they own property within the Chautauqua Institution and have completed the Conflict of Interest and Related Party Transaction Policy.

The Chautauqua Property Owner's Association placed the name of James Klingensmith before the corporation for election to serve a second four-year term as Class B Trustee. Mr. Pardo stated that no other nominations were filed with the Secretary of the Corporation per the requirements outlined in the Institution By-Laws. Mr. Pardo reported that Mr. Klingensmith had met the legal requirements as stated in the Institution By-Laws. ***On motion duly made, seconded, and carried, the Secretary was directed to cast a unanimous ballot for the election of James Klingensmith to his second term as a Class B Trustee.***

Mr. Sebastian Baggiano, Vice President and Treasurer of the Corporation, presented the financial report, certified by the firm of BWB, for the period ending December 31, 2018 and distributed the consolidated earnings and cash flow summary from the audit. A copy of said certified financial report was filed with the records of the Corporation and a copy entered with the official minutes.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rindy S. Barmore, Secretary