



**NIAGARA TOBACCO ASSET
SECURITIZATION CORP.**

175 Hawley Street
Lockport, NY 14094-2740

**MEETING OF THE
BOARD OF DIRECTORS**

DATE: March 29, 2018
TIME: 12:00 p.m.
PLACE: Shamus Restaurant
98 West Avenue
Lockport, NY 14094
PHONE: 439-7018 (Karen)

BOARD OF DIRECTORS AGENDA

1. Call to Order
2. Approve minutes of December 7, 2017.
3. Treasurer's report as of December 31, 2017 and March 15, 2018.
4. New Business:
 - A. Election of Officers

Nominations:

President:
Vice President:
Secretary/Treasurer:

Elections:

President
Vice President:
Secretary/Treasurer

Telephone: (716) 439-7018

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Email: niagaratobacco@yahoo.com

- B. Appointment of Committees:
 - (1) Audit/Finance Committee
 - (2) Governance Committee
- C. Resignation of James Hagenbach. Appointment of Robert Zabel as the Independent Member.
- D. Review of annual accounting – Scott Cain of Wittlin, Cain & Dry
- E. Review of Annual Financial Audit - Tom Malecki of Drescher & Malecki
- F. Evaluation of Board Performance
- G. Assessment & Effectiveness of Internal Controls
- H. Report-Operations and Accomplishments
- I. Authority Measurement Report
- J. Review of By-Laws
 - 1. Approve changes to the Code of Ethics Policy
 - 2. Add and Approve Board Member Training Policy
 - 3. Approve changes to the Procurement Policy
 - 4. Approve changes to the Whistleblower Policy
 - 5. Approve changes to the Conflict of Interest Policy
 - 6. Add and Approve Use of Authority Discretionary Funds Policy
 - 7. Add and Approve Sexual Harassment Policy
- K. Approval to submit the following reports through PARIS:
 - (1) Annual Financial Audit Report
 - (2) Annual Procurement Report
 - (3) Annual Financial Report
 - (4) Annual Investment Report
- L. Old Business:

Respectfully,

Karen S. Castle
Secretary/Treasurer
March 6, 2018