



**ANNUAL MEETING OF THE
CORPORATION OF CHAUTAUQUA INSTITUTION
Saturday, August 9, 2025
Hall of Philosophy, Chautauqua Institution**

DRAFT MINUTES

Subject to Approval at the 2026 Annual Meeting of the Corporation

The annual meeting of the Corporation was held Saturday, August 9, 2025, at Chautauqua Institution, Chautauqua, New York.

Candace Maxwell, Chair of the Board of Trustees, called the meeting to order. Ms. Maxwell reviewed the membership qualifications as outlined in the New York State Charter of Chautauqua Institution. Proof of publication of notice of the meeting was submitted and placed on file with the secretary. Ms. Maxwell recognized Mr. Mike Metzger, Ms. Gwen Norton, and Ms. Marnette Perry, whose terms will conclude on September 30, 2025, for their service on the Board, which collectively represents 20 years of dedicated service. Ms. Maxwell also noted that she would be completing her service as trustee and board chair and stated that it had been a true honor to serve.

The minutes of the August 10, 2024, meeting were accepted by voice vote as distributed.

Ms. Angela Schuettler, Chief Financial Officer and Treasurer of the Corporation, presented the audited financial statements, certified by the firm BDO USA, P.C., for the period ending December 31, 2024, a copy of which was distributed to Corporation members at the start of the meeting. It was noted that the financial statements are also available online at chq.org/about/board-of-trustees. A copy of said certified financial report was filed with the records of the Corporation and a copy entered with these minutes.

Ms. Maxwell reviewed eligibility requirements for Class B Trustee under the Chautauqua Institution bylaws and New York State law, including property ownership within the Institution and the completion of conflicts of interest and related party transaction certifications. The Chautauqua Property Owners Association nominated Mr. George (Rick) Evans, and no other nominations were received. The secretary confirmed that Mr. Evans met all eligibility requirements. Upon motion duly made and seconded, the members of the Corporation approved by voice vote that the Secretary cast a unanimous ballot for the election of George "Rick" Evans to a four-year term as Class B Trustee, starting on October 1, 2025.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Shannon D. Rozner, Esq.
Corporate Secretary