



**CHAUTAUQUA INSTITUTION  
BOARD OF TRUSTEES**

**Saturday, November 8, 2025**

**Becker Room, Chautauqua, New York and Via Zoom  
Minutes**

**Trustees Present:**

Laurie Branch, Michelle Adelman, Matthew Benson, Veronica Biggins, Rick Evans, Nancy Gibbs, Karen Goodell, Paul Hagman, Izumi Hara, Terry Horner, Jr., Mamie Kanfer Stewart, Robert Obee, Richard Osborne, David Peckinpaugh, David Pelton, Jill Penrose, Sara Ponkow, Ronald Richard, Sherry Sanger, Howard Teibel, Larry Thompson, Lisa Turbessi, Steve Zenczak

**Trustees Absent:**

Steve Messinger

**Others Present:**

Sebby Baggiano, Brittany Beckstrom, Kyle Keogh, Dana Lundberg, Debbie Moore, Deborah Sunya Moore, Tim Renjilian, Angela Schuettler, John Shedd, Tamara Silzle, George Snyder, Jordan Steves, Amit Taneja, Vanessa Weinert

**I. Open Meeting Session**

**A. Call to Order and Opening Prayer**

Dr. Branch called the meeting to order.

**B. Motion to Move to Executive Session**

*Upon a motion duly made and seconded, the Board approved to move to executive session, inviting Mr. Lundberg.*

**II. Executive Session of the Board**

**A. Motion to Move to Open Session**

*A motion duly made to return to open session passed.*

**III. Open Meeting Session**

**A. Welcome New Trustees**

Dr. Branch and trustees welcomed five new members to the Board: Ronn Richard, Sherry Sanger, Mamie Kanfer Stewart, Howard Teibel, and Turbessi. Each new trustee was introduced by their mentor, with brief remarks highlighting their professional backgrounds and connections to Chautauqua.

**B. Ralph C. Sheldon Foundation Letter Supporting Grant for General Support of Arts Education Program**

The Board was formally advised that the Executive Committee had approved the signing of the application for the Sheldon Grant, necessary to continue funding the arts education program in the county. No further action was required, but the Board was notified of this action.

**C. Action to Approve Draft Minutes of August 23, 2025, September 5, 2025, September 13, 2025, and October 3, 2025**

*Upon Motion duly made and seconded, the Board approved the minutes of August 23, 2025, as distributed.*

*Upon Motion duly made and seconded, the Board approved the minutes of September 5, 2025, as distributed.*

*Upon Motion duly made and seconded, the Board approved the minutes of September 13, 2025, as distributed.*

*Upon Motion duly made and seconded, the Board approved the minutes of October 3, 2025, with the correction of changing the reference to the “property transaction fee” to the “Capital Improvement Service charge.”*

The Board discussed the practice of posting summaries of meetings to the website and agreed to continue posting summaries promptly, with official minutes posted after approval.

**D. Report of Chair of the Board**

Dr. Branch reported on the successful 2025 season, noting improved sentiment among patrons and community partners, significant financial improvements totaling approximately \$5.7 million, and increased transparency with both the community and employees. Dr. Branch expressed gratitude to the leadership team and staff for their efforts and emphasized the need for continued progress to ensure long-term relevance and resilience.

**E. Report of the President**

Mr. Keogh addressed the Board, focusing on the importance of re-engaging employees following recent layoffs and maintaining discipline in financial management. The President encouraged trustees to interact with staff and highlighted the need to balance financial sustainability with relevance for current and future audiences.

**F. Committee Reports**

- 1. Executive Committee:** Actions taken by the Executive Committee were previously reported.
- 2. Architectural Review Board:** No report was presented.
- 3. Audit Committee:** No additional items were reported beyond those addressed in executive session.
  - a. Conflict of Interest Review**
- 4. Development Council**

No formal action was requested. The Council deferred changes to the gift acceptance policy to the February meeting to integrate the Buildings and Grounds Committee’s role. Trustees were asked to assist with fourth-quarter fundraising efforts for the Chautauqua Fund, with assignments to be distributed.

**5. Human Resources and Compensation Committee**

The Committee will request feedback from trustees in January for the President’s performance review, with results to be shared at the February meeting. Trustees were also asked to review the draft employee handbook and provide input on policies.

## **6. Marketing and Brand Strategy Committee**

***Upon a Motion duly made and seconded, the Board approved the resolution to allow the Marketing and Brand Strategy Committee to operate as “Patron Experience, Marketing and Brand Strategy Committee” (PEMBS) pending By-Law Amendment.***

Upcoming meetings will address website user experience testing, demand-based pricing, and charter revisions.

## **7. Nominating & Governance Committee**

Trustees will be asked to update their skills matrix before the February meeting to support the search for new Class A trustees. The Committee moved to authorize electronic voting through the board portal, pending unanimous approval through a vote that will take place via email.

### **a. Action to Elect Corporation Officers**

***Upon a motion duly made and seconded, the Board elected the officers of the Corporation as distributed.***

## **8. Buildings & Grounds**

***Upon a motion duly made and seconded, the Board approved the resolution to allow the Buildings and Grounds Committee to operate under the draft charter as distributed.***

### **9. Culture & Community: No report was presented**

## **10. Information Systems**

The Committee is working on its charter and will consider developing an AI strategy for the institution, including the use of a closed AI environment for confidentiality.

## **11. Budget and Finance Committee**

***Upon a motion duly made and seconded, the Board approved the resolution for the President to sign the contract for general insurance and employee health insurance coverages, with the resolution taking effect immediately upon its adoption.***

### **a. Subcommittee on Environmental Sustainability**

The Subcommittee on Environmental Sustainability reported on its activities and integration into standard programming.

### **b. Action on Standard Resolutions**

***Upon a motion duly made and seconded, the Board approved the Chautauqua Institution Standard Resolutions as distributed.***

**c. Action on 2026 Budget Approval**

***Upon a motion duly made and seconded, the Board approved the recommendation of the Budget and Finance Committee to approve the 2026 operating budget, consisting of the consolidated statement of activities to achieve approximately \$3.9 million in operating income before depreciation; to approve the 2026 capital budget to achieve approximately \$4.2 million in annual capital investments; and, with the input from the Ad Hoc Buildings and Grounds and Information Systems Committees, to establish the specific order of priorities for annual capital investments in 2026 that each exceed \$25,000, and report such to the board at its next regular business meeting.***

**G. Subsidiary Reports**

**1. Report of the Hotel**

The Hotel Board will finalize its budget next week, with results already embedded in the approved budget. A meeting is scheduled with the Buildings and Grounds Committee to review planning and renovation needs. The hotel is engaged in a fundraising campaign for Phase 1 renovations.

**H. Report of the Chautauqua Foundation**

The Foundation reported an endowment portfolio balance of over \$165 million, with strong performance and a steadily increasing payout to the institution. The Foundation emphasized the importance of maintaining organizational separation and offered orientation sessions to trustees.

**I. Move to Executive Session**

***Upon a motion duly made and seconded, the Board approved to move to executive session, inviting Mr. Lundberg.***

**IV. Executive Session of the Board**

**V. Other Business**

**A. June 26 Shoulder Concert**

This was discussed during the Board's Deep Dive Session on Friday, November 7, 2025.

**B. Electronic Voting**

The Board discussed the process for authorizing electronic voting, which requires unanimous approval and will be conducted via email.

**VI. Motion to Adjourn**

***Upon a motion duly made and seconded, the Board approved to adjourn the meeting.***

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Angela Schuettler  
Corporate Secretary  
Chautauqua Institution Board of Trustees



## RESOLUTION OF THE BOARD OF TRUSTEES OF CHAUTAUQUA INSTITUTION

### To Allow the “Marketing & Brand Strategy Committee” to Operate as “Patron Experience, Marketing & Brand Strategy Committee” Pending By-Law Amendment

**WHEREAS**, pursuant to *Article IV, Section 4.1* of the By-Laws of Chautauqua Institution (the “Institution”), the *Marketing & Brand Strategy Committee* (the “Committee”) was established to provide policy recommendations, strategic oversight and assessment of the Institution’s marketing and branding plans; and

**WHEREAS**, the Board desires to call the Committee the *Patron Experience, Marketing & Brand Strategy Committee* beginning on the date hereof; and

**WHEREAS**, the Board intends to amend the By-Laws to formally reflect the renaming of the Committee sometime after the date hereof;

**NOW, THEREFORE, BE IT RESOLVED**, that from the date hereof, the Committee, for all operational, communications, and governance purposes, will be known and referred to as the *Patron Experience, Marketing & Brand Strategy Committee*; and

**BE IT FURTHER RESOLVED**, that this temporary use of the new name shall remain in effect until the Board formally amends the By-Laws to reflect the name change, at which point the formal name change will supersede this resolution.



**Chautauqua Institution Board  
of Trustees**

**2025-2026 Election of Officers**

**Per the Chautauqua Institution By-Laws:**

***“The President shall provide the Nominating & Governance Committee with his or her recommendations for all officers except the Board Chair, Vice Chair and President.”***

It is the recommendation of the Interim Chief Executive and the Nominating & Governance Committee to elect the following as officers of the Corporation:

Sebastian Baggiano	Executive Vice President
Angela Schuettler	Chief Financial Officer, Corporate Secretary & Treasurer
John Shedd	Vice President of Campus Planning & Operations
Deborah Sunya Moore	Senior Vice President & Chief Program Officer
Amit Taneja	Interim Chief Advancement Officer & Senior Director for Community & Belonging

**DRAFT**



## **Chautauqua Institution**

### **Buildings and Grounds Committee (BGC) Organizational Charter & Committee Procedures**

#### **A. Purpose and Responsibilities**

##### **1. Purpose**

The Ad Hoc Buildings and Grounds Committee (the “BGC”) of the Chautauqua Institution (the “Institution”) Board of Trustees (“BOT”) is established to provide effective oversight and guidance for the planning, coordination, maintenance, development, redevelopment and overall stewardship of Chautauqua Institution’s natural and physical environment, and to ensure that all major and visible capital, landscape, signage, and other site or building design projects (per criteria below) by the Institution or on Institution property align with the Institution’s architectural, historic, environmental, and aesthetic values and operational goals. The BGC shall oversee the Institution’s planning and activities to ensure they maximize functionality, enhance experiential quality, and maintain harmony with the Institution’s unique setting, built environment, and designation as a National Register of Historic Places Landmark District. The BGC shall be a committee of the BOT.

##### **2. Responsibilities**

The primary responsibilities of the BGC include

###### **a) Strategic Planning**

- Oversight of the Institution’s Master Plan covering land use, facilities, and future requirements ensuring regular updates and compliance of applicable projects to the Master Plan
- Review adequacy, appearance, condition and use of existing facilities and grounds and project future needs

###### **b) Capital Projects**

- Establish, review and, if necessary, modify the Institution’s Capital Budget priorities, before recommending them to the Budget and Finance Committee of the BOT for inclusion in the Capital Budget
- Review and, if warranted, modify concepts and design proposals for Institution projects that meet the review threshold, and depending upon scope, approve, or recommend projects to the BOT for approval

- The BGC may also establish standards and guidelines by which concepts and design proposals are evaluated and may grant variances where appropriate.
- c) Operations and Maintenance
- Oversight to ensure effective care, maintenance, and [security of] buildings and grounds
  - Monitor compliance with environmental regulations, energy conservation, and other mandated programs

### 3. **Applicability**

- a) Oversight Responsibilities: Institution Staff will provide regular reporting to BGC related to Strategic Planning, Capital Projects, and Operations and Maintenance to facilitate BGC's oversight responsibilities.
- b) Project Review: All projects, as outlined below, meeting or exceeding the thresholds for design review shall be submitted to the BGC. Projects below thresholds or exempt may proceed under delegated review or Institution staff direction, with periodic oversight.

## B. **Scope of Review**

### 1. **Types of Projects Reviewed**

Projects subject to BGC review include, but are not limited to:

- a) New buildings, building additions
- b) Landscape design or regrading
- c) Signage, wayfinding elements, and site furnishings
- d) Infrastructure or utility installations
- e) Temporary structures or uses

### 2. **Review Thresholds and Exemptions**

The BGC will define specific thresholds (e.g. cost, square footage, visibility) above which projects require full BGC review. Below those thresholds, projects may be handled via expedited review:

- **Full Review**: Projects above threshold or as requested by Institution Staff.
- **Expedited / Staff Review**: Projects of limited scope below threshold.
- **Exempt**: Very minor projects where design, location, impact are negligible, as defined by BGC policy.

### 3. **Timing of Review**

To be effective, and to reduce project delays and avoid the unnecessary expenditure of resources, review should begin with a screening by BGC of the idea of a project (the "Idea"). Such a screening would include the purpose and location of the project, confirmation from the Institution that the proposed use and location of the finished project aligns with the Master

Plan, if relevant, and/or its strategic and financial priorities and that fundraising for the project aligns with its fundraising priorities.

Once BGC has determined that the Idea should be further developed, review should begin during the concept phase—so that design guidance can be incorporated before detailed design work is locked in. BGC, as part of their review, will determine any required follow-up reviews during the project such as different stages (schematic, design development, construction documents).

## **C. Composition & Membership**

### **1. Membership**

The BGC shall consist of a mix of 6-9 individuals with expertise relevant to design, architecture, landscape, historic preservation, and Institution knowledge. Membership on the BGC will include

- Members of the Architectural Review Board
- 1-4 Additional at-large members, who must be Trustees of the Institution
- Architect (may be satisfied with members above)
- Historic Preservation / Heritage Expert(s)(may be satisfied with members above)
- Vice President of Campus Planning (ex officio)

In the event that there are no architects or historic preservation/heritage experts on the Board of Trustees at the time, the Committee may enlist the assistance of a volunteer advisor or council of advisors who are not members of the Committee.

### **2. Appointment and Terms**

Members shall be appointed by the BOT for fixed terms of 1 year, which may be renewed. The Chair of the BGC will be the Chair of the ARB or such other person as may be appointed by the Board of Trustees.

### **3. Staff Support**

The Institution's Campus Planning office shall provide staff support: schedule meetings; prepare and distribute agendas; collect submission materials; record minutes and decisions; track follow-up and compliance. The committee will receive assistance from the office of development concerning philanthropic funding for projects.

Annually, in [June][September], the BGC will be presented with a Facilities Condition Assessment, a prioritized list of projects based on designated need and maintenance schedule. Staff will keep the BGC informed of project development throughout the project schedule.

At least two weeks prior to the Budget and Finance Committee of the BOT's consideration of the Capital Budget for the upcoming year, Staff will provide BGC with a Capital and Maintenance Forecast, with 1, 3 and 5 year outlooks.

#### 4. **Additional input**

At the discretion of the BGC, additional input may be sought from architects, engineers, landscape architects, the CPOA representative from the relevant area, the CPOA Chair, or community/stakeholder representatives.

#### d) **Procedures for Review**

##### 1. **Submission Requirements**

All projects encompassed by Section B. 1. above shall be reviewed by the BGC, subject to the thresholds established by BGC. If the services of a design professional are required, the BGC shall be presented the scope of work, budget, and professional RFP prior to issuing.

For a project to be considered by the BGC, the project team shall submit the following, as applicable to the phase and project:

- Business Plan/Program Plan
- Project narrative: goals, constraints, budget, schedule.
- Site plans and context plans (showing surroundings).
- [Drawings, photographs, and other methods of illustrating compliance with the Master Plan]
- Elevations, renderings, diagrams that illustrate proposed design and materials.
- Photographs of existing conditions.
- Landscape plans, lighting, signage, and view corridors.
- Impacts on historic or culturally significant resources if applicable.
- Funding plan: whether it is to be funded by philanthropy and includes an endowment for maintenance

##### 2. **Review Process**

- **Idea Screening:** Initial evaluation of the Idea must be completed and approved for further development
- **Concept Review:** Initial evaluation of the concept and cost must be completed before fundraising commences.
- **Schematic Review:** Initial evaluation of the broad design and cost approach. The BGC provides feedback.
- **Design Development:** More detailed design and cost analysis; the BGC verifies that initial guidance has been addressed.
- **Construction Documents / Final Review:** Final review for compliance with approved design; may catch minor adjustments.

- **Site Construction / Implementation Oversight:** Monitor that construction, staging, signage, etc., reflect approved conditions.

### **3. Meetings and Timing**

- Meeting scheduled as needed, with published agenda in advance.
- Submission deadlines to allow time for distribution of materials to members.
- Time limits for presentations and Board deliberation.

### **4. Decision Making**

- The BGC may: approve, conditionally approve (subject to modifications), defer (request more information), or reject proposals.
- Meetings require a quorum (i.e. a majority of appointed members) and decisions require a majority of members attending a meeting.
- Conditional approvals must specify what changes are required and who is responsible for verifying them.

### **5. Communication and Reporting**

- Minutes of all BGC meetings shall be kept, made available to members and relevant Institution leadership and reflect decisions taken.
- At its discretion, the BGC, with support from Institution Staff, will share proposed projects with community members for education and feedback
- For major projects, periodic updates to Institution leadership and/or the BOT (as appropriate) shall be provided.

## **D. Guidelines & Standards**

### **1. Design Principles**

The Board shall use a set of guiding principles, which may include (but are not limited to):

- Impact on surrounding community and Institution programs
- Respect for context (historic, landscape, visual)
- Cohesiveness of materials, workmanship, and detail
- Sustainability and environmental sensitivity
- Accessibility and usability
- Visual clarity, wayfinding, and visitor experience
- Durability and maintenance considerations
- Master Plan Compliance, if relevant
- Safety/Security

## 2. Review Criteria

When evaluating proposals, the BGC shall consider:

- Fit with the Institution's Master Plan, if relevant
- Impacts on views, vistas, light, shadow
- Impact on traffic
- Relationship to historic buildings or features
- Materials, color, form, scale and massing
- Landscape, plantings, site grading, storm water management
- Maintenance and long-term costs
- Other criteria as determined by the BGC

## E. Appeals, Variation, and Exceptions

### 1. Variations / Exceptions

The Project Team may request modifications or exceptions to guidelines or standards; such requests shall be properly documented and justified. The BGC will review such requests and may grant variations where the spirit of the guidelines is preserved and the proposed design offers compelling benefits. Decisions regarding variance/exception requests shall be documented to include the rationale for the decision.

## F. Review of the Charter & Amendments

### 1. Periodic Review

The BGC charter, thresholds, membership, and procedures should be reviewed at least every three years (or another defined interval) to ensure relevance with evolving design standards, master plan updates, and institutional needs.

### 2. Amendment Process

Amendments to this charter may be proposed by any BGC member or by Institution leadership. Proposed amendments shall be considered by the BGC and recommended for approval to the BOT, as appropriate.



## **Interim Authorization of a Committee of the Board**

**WHEREAS**, the Board of Trustees (the "Board") of **Chautauqua Institution** (the "Institution"), has determined that it is in the best interests of the Institution and consistent with its charitable purposes to establish a new committee of the Board, to be known as the **Buildings and Grounds Committee** (the "Committee");

**WHEREAS**, the Board recognizes that the formal Committee Charter and related amendments to the Corporation's Bylaws are still being finalized, but desires to authorize the Committee to begin operating and exercising certain delegated powers of the Board on an interim basis;

**WHEREAS**, the Committee has already recommended Capital Budget priorities, determined to seek public comment on two Projects and approved, within the Capital Budget priorities three waterfront Projects, each under \$25,000 but together exceeding \$25,000;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby **establishes the Buildings and Grounds Committee as a Committee of the Board** pursuant to [N-PCL §712], composed solely of directors of the Corporation, and hereby authorizes the Committee to act on behalf of the Board within the scope of authority described in this resolution;

**FURTHER RESOLVED**, that pending formal adoption of its Committee Charter, the Committee is authorized to:

1. Operate substantially in accordance with the draft Committee Charter presented to the Board on November 8, 2025, as such draft may be refined prior to final approval;
2. Exercise the powers of the Board to the extent necessary to (a) establish, review and, if necessary, modify capital budget priorities to be recommended to the Budget & Finance Committee from time to time, (b) review and, if warranted, modify concepts and design proposals for Institution Projects (as defined in the draft charter), (c) establish standards and guidelines by which concepts and design proposals are evaluated, and (d) provide community education on and seek community input on Projects.
3. Take any and all actions within that scope which are not expressly reserved to the Board under N-PCL §712(a) or the Corporation's Bylaws; and
4. Report all actions taken under this authority to the Board at its next regular meeting for review and inclusion in the corporate record.

**FURTHER RESOLVED**, that this interim authorization shall remain in effect until adoption by the

**Tamara Silzle - 2026-02-04 17:03:20 UTC**  
**Chautauqua Institution**

Board of a final Committee Charter and Revised Bylaws containing conforming changes;

**FURTHER RESOLVED**, that all actions of the Committee taken in accordance with this resolution shall have the same force and effect as if taken by the Board, and the Board hereby agrees to **ratify and confirm** such actions at its next regular meeting;

**FURTHER RESOLVED**, that the actions taken by the Committee to date: recommending Capital Budget priorities to the Budget & Finance Committee, deciding to seek public comment on the Lincoln Park garden Project, deciding to review the Acceptance Garden concept de novo, and approving, within the Capital Budget priorities, three new waterfront Projects, each under \$25,000 but grouped under one line item exceeding \$25,000, be and hereby are ratified;

**FURTHER RESOLVED**, that the officers of Chautauqua Institution are authorized to take all steps necessary to implement this resolution, including coordination with legal counsel to finalize the Committee Charter and related Bylaw amendments for Board consideration.



**CHAUTAUQUA INSTITUTION**  
**BUDGET RESOLUTIONS**

**WHEREAS**, the Board of Trustees of Chautauqua Institution (“Board”) established goals for the 2026 budget at its August 23, 2025, business meeting; and

**WHEREAS**, the Board has charged the Budget & Finance Committee (“Committee”) with preparing, reviewing, and approving the Institution’s operating and capital budgets and provide policy recommendations, oversight, and assessment with respect to the financial, operational and capital needs of Chautauqua Institution; and

**WHEREAS**, the Board’s Financial Sustainability Working Group made specific recommendations regarding 2026 operating expenses and revenue enhancements to the Committee and the Board; and

**WHEREAS**, on October 28, 2025, the Committee approved operating and capital budgets to meet those goals and implement those recommendations; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board adopts the 2026 Operating Budget consisting of the Consolidated Statement of Activities to achieve approximately \$3.9 million in operating income before depreciation; and

**FURTHER, BE IT RESOLVED**, that the Board adopts the 2026 Capital Budget consisting of the Consolidated Capital Budget to achieve approximately \$4.2 million in annual capital investments; and

**FURTHER, BE IT RESOLVED**, that the Board directs the Committee, with input from the ad hoc Buildings & Grounds and Information Systems committees, to establish the specific order of priorities for annual capital investments in 2026 that each exceed \$25,000 and to report such to the Board at its next regular business meeting.



**CHAUTAUQUA INSTITUTION  
BOARD OF TRUSTEES**

**2025-2026 Standard Resolutions**

1. Authorization to Vote Chautauqua Hotel Company Stock

The Chair of the Board and the President of the Institution are authorized to vote the shares of the Chautauqua Hotel Company stock at all meetings of the shareholders.

2. Authorization to Sign Leases

Any one of the following signatories is authorized to enter into lease agreements according to standard Institution practice: President, Executive Vice President, Chief Financial Officer.

3. Authorization to Sign Deed Consents

Any one of the following signatories is authorized to sign the deed consent for transfer on approved Chautauqua deeds: President, Executive Vice President, Chief Financial Officer, Vice President of Campus Planning & Operations.

4. Standard Banking Resolution

Any two of the following signatories are authorized to sign checks and authorize electronic fund transfers in excess of \$10,000: President, Executive Vice President, Chief Financial Officer, Chief Program Officer, Vice President of Campus Planning & Operations.

Any one of the following signatories is authorized to sign checks and authorize electronic fund transfers up to

\$10,000: President, Executive Vice President, Chief Financial Officer and , Chief Program Officer.

M&T Bank is the primary depository bank, using other banks as needed. This resolution conforms to the standard banking resolution of our primary depository bank.

5. Special Transactions

Any two of the following signatories are authorized to have access to the Chautauqua Institution safe deposit box, sell or transfer stocks, securities, and certificates of deposit: President, Chief Advancement Officer, Executive Vice President, Chief Financial Officer.

6. Election of Members

The following are Members of Chautauqua Institution pursuant to Section 4 subsection 3 of the Charter of Chautauqua Institution:

- All current trustees of Chautauqua Institution
- All current directors of Chautauqua Foundation
- All current officers of Chautauqua Institution
- All current officers of Chautauqua Foundation

7. Authorization to Sign Insurance Documents

The President, Executive Vice President, and Chief Financial Officer are authorized to sign insurance documents to initiate or maintain insurance coverages for Chautauqua Institution, its officers and/or trustees.

8. Letter of Credit Facility and Draw Authorization

Any two of the following signatories are authorized to draw on an unsecured Letter of Credit with a financial institution and affect draws on the facility as appropriate: President, Executive Vice President, Chief Financial Officer.

**Tamara Silzle - 2026-02-04 17:12:42 UTC  
Chautauqua Institution**



**WHEREAS**, the Board of Trustees of Chautauqua Institution (“Board”) has approved an Expenditures Policy (the “Policy”); and

**WHEREAS**, the President would like approval from the Board to sign contracts that exceeds his authority under the Policy (the “Contracts”); and

**WHEREAS**, The President reports the full 2026 costs of the employee health insurance coverage Contracts for the employee portion are included in the 2026 Operating Budget approved by the Board; and,

**WHEREAS**, The President reports that competitive bids were gathered by the Institution’s health insurance broker and the most appropriate partners were chosen: and,

**WHEREAS**, The Board recognizes that authorizing the President to enter into these Contracts is in the best interest of the Institution and will allow it to fulfill its mission effectively;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby approves the President’s request to sign the Contracts for employee health insurance coverages. The total expenditure being approved under this resolution is \$1,973,040 for 2026 which includes the employer and employee costs.

This resolution shall take effect immediately upon its adoption.