



**Eastern Regional Tourism District (ERTD)
Finance Committee**

Regular Meeting

July 27, 2026 at 8:00am

Zoom:

<https://us02web.zoom.us/j/81169509259?pwd=UHd4ZnFyQThQWXpqTnZjbUIzUG1kQT09>

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Meeting ID: 811 6950 9259

Passcode: 134859

Meeting Minutes

Attendees: Shannon Fagan, Bruce Flax, Jill St. Clair, Fran Kefalas

Guests: Andrea Manning

1. Call to Order
 - a. Shannon Fagan called the meeting to order at 8:02am
2. Meeting Minutes Approval
 - a. 6/29/26 Meeting Minutes
 - i. Bruce Flax made a motion to approve, seconded by Fran Kefalas. All in favor, the motion passed.
3. Review Financial Documents
 - a. Profit & Loss Statement
 - i. Jill St. Clair made a motion to approve the P&L, seconded by Bruce Flax. All in favor the motion passed.
 - b. Balance Sheet
 - i. Bruce Flax made a motion to approve the Balance Sheet, Fran Kefalas seconded. All in favor the motion passed
4. Invoice Approval
 - a. Quinn & Hary
 - i. July Media Spend
 1. Bruce Flax motioned to approve, seconded by Fran Kefalas. All in favor, the motion passed.
5. TLGV Woodstock Fair Expense
 - a. Jill St. Clair made a motion to pre-approve an expenditure to The Last Green Valley for brochure distribution at the Woodstock Fair, seconded by

Bruce Flax. Fran Kefalas abstained from the vote. All else in favor, the motion passed.

6. Other Business

- a. The committee discussed final steps for updating signers on the operational checking and cd accounts.
- b. Jill St. Clair updated the committee on discussions regarding space rental at the Norwich Inn & Spa for the September board meeting and strategic planning session.

7. Adjournment

- a. Fran Kefalas motioned to adjourn, seconded by Bruce Flax. All in favor the meeting adjourned at 8:10am