



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

Regular Meeting

August 31, 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. The meeting was called to order at 8:06am.
2. Meeting Minutes Approval
 - a. 7/27/26 Meeting Minutes
3. Review Financial Documents
 - a. Profit & Loss Statement
 - i. The Profit & Loss Statement was tabled and will be circulated following the meeting for approval by email.
 - b. Balance Sheet
 - i. Bruce Flax made a motion to approve the Balance Sheet, seconded by Fran Kefalas. Motion carried.
4. Invoice Approval
 - a. Quinn & Hary
 - i. August Media Spend
 1. Fran Kefalas made a motion to approve the Quinn & Hary August media spend of \$9,791, subject to receipt of applicable supporting documentation, seconded by Bruce Flax. Motion carried.
 - ii. September Media Spend

1. The September media spend was tabled pending a corrected invoice and supporting documentation and will be considered by email.
 - iii. Agency Fees
 1. The Committee reviewed the FY2027 agency fee increase and its impact on the approved budget. A motion was made by Bruce Flax to recommend reallocating \$4,800 from brochure distribution to accommodate the increased agency fees and seconded by Fran Kefalas. The motion passed unanimously.
 2. A motion was made by Fran Kefalas to approve the Quarter 1 Quinn & Hary agency fee invoice of \$13,200 and seconded by Bruce Flax. The motion passed unanimously.
 - b. Chamber of Commerce of Eastern Connecticut
 - i. July Invoice
 1. Bruce Flax made motion to approve the July invoice of \$6,880.27. The motion was seconded by Jill St. Clair and passed unanimously.
 - c. Spa at Norwich Inn Fees
 - i. A motion was made by Fran Kefalas to approve \$224 in expenses associated with the upcoming in-person Board meeting and seconded by Bruce Flax. The motion passed unanimously. The expense will be applied to the Local Meetings and Travel budget line.
 5. Other Business
 - a. The Committee discussed the District's funding level and the possibility of working collaboratively with the other regional tourism districts to pursue increased State funding. Additional information will be developed for further discussion with the Executive Committee.
 6. Adjournment
 - a. Fran Kefalas motioned to adjourn, seconded by Jill St. Clair. All in favor, the meeting adjourned at approximately 8:29 AM.