



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

Regular Meeting

Monday, January 30, 2023 - 8:00AM

Zoom:

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

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Meeting ID: 811 6950 9259

Passcode: 134859

Minutes

Attendees: Jill St. Clair, Bruce Flax, Tom Borner

Guests: Rachel Lenda

1. Call to Order
 - a. Jill St. Clair called the meeting to order at 8:05am.
2. Approval of Minutes 12/19/2022
 - a. A motion was made to approve the minutes as presented. Tom Borner made the first motion and Bruce Flax made the second motion. No abstentions or opposition. Motion passed.
3. P&L Budget v. Actual
 - a. A motion was made to accept the P&L Budget v. Actual as presented. Tom Borner made the first motion and Bruce Flax made the second motion. No abstention or opposition. Motion passed.
4. Balance Sheet

- a. A motion was made to accept the P&L Budget v. Actual as presented. Bruce Flax made the first motion and Tom Borner made the second motion. No abstention or opposition. Motion passed.
5. Transportation Map for Tradeshow
 - a. The Committee discussed the need to edit and revise the state map tourism flyer that is used at trade shows. The current map lacks transportation and entry points into Connecticut. The group then discussed the edits required for the map and ordered new flyers to take to the next trade shows in Washington D.C. and Detroit. The Chamber will edit and revise the map.
 - b. A motion was made to allocate \$400.00 to print 1,000 copies of the flyer from line item miscellaneous marketing. Tom Borner made the first motion and Bruce Flax made the second motion. All in favor, no opposition, no abstention. Motion passed.
6. RFP Brochure Distribution
 - a. The group discussed the RFP process for brochure distribution. The prior year RFP was reviewed (FY22). It was stated that there may not be a need to go out to RFP for a brochure distributor because we are still within a year of using CTM Media. Rachel stated she would look into this further and provide an update for the committee at the next meeting. The brochure distribution discussion will continue at the next Finance Committee meeting in February.
7. New Business
 - a. Discussed the need to start preparing the budget for FY24 and to have a draft of the budget for the April finance meeting. The budget will need to be approved at the June annual meeting.
8. Adjournment

- a. A motion was made to adjourn the meeting. Tom Borner made the first motion and Bruce Flax made the second motion. Meeting adjourned.