



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

Regular Meeting

Monday, February 27, 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, Tom Borner, Fran Kefalas

Guests: Rachel Lenda, Dave Quinn

1. Call to Order - Jill St. Clair called the meeting to order at 8:01am.
2. Approval of Minutes 1/30/2023
 - a. A motion was made to accept the minutes as presented. Tom Borner made the first motion and Jill St. Clair made the second motion. Fran Kefalas abstained.

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 Fran Kefalas made the second motion. No opposition or abstention. Motion passed.
4. Balance Sheet

- a. A motion was made to accept the Balance Sheet as presented. Tom Borner made the first motion and Fran Kefalas made the second motion. No opposition or abstention. Motion passed.

5. Photography and Visual Assets Purchase

- a. There was a discussion with Dave Quinn regarding a proposal for \$4,500 for the District to invest in additional photography and video assets. After the discussion, a motion was made to approve the \$4,500 expenditure and to move it to the Executive COmmittee for final approval. Tom Borner made the first motion and Fran Kefalas made the second motion. No abstentions or oppositions. Motion passed.

6. Brochure Printing RFP

- a. The Committee reviewed the RFP for Brochure Printing and discussed each brochure as well as ensuring there is boiler plate language included that the District reserves the right to award any contract and may do so in whole or part. A motion was made to accept the RFP as presented. Tom Borner made the first motion and Fran Kefalas made the second motion. No abstention or opposition. Motion passed.

7. Upcoming Expenses Review

- a. The Committee reviewed what is currently left to spend through the end of the fiscal year. Various pre-planned expenses were discussed.

8. New Business

- a. The Committee reviewed the Regional Marketing Partnership Program grant awardees; the group discussed the grantees and their respective awards. A motion was made to accept the grant awards as presented. Tom Borner made the first motion and Jill St. Clair made the second motion. Fran Kefalas

abstained. Tom Borner abstained from voting for Putnam Business Association.

Motion passed.

- b. Jill St. Clair discussed that the budget will need to be set for the June annual meeting and the plan is to work on budget drafts for the March and April Finance meetings. A proposed budget will be presented to the Executive Committee in May for final Board approval in June 2023.

9. Adjournment

- a. A motion was made by Tom Borner to adjourn the meeting. Fran Kefalas made the second motion. Meeting adjourned at 8:39am.