



## Eastern Regional Tourism District (ERTD)

### Finance Committee

MEETING Minutes

Regular Meeting

Monday, May 22, 2023 - 8:00AM

Zoom:

<https://us02web.zoom.us/j/81169509259?pwd=UHd4ZnFyQThQWXPqTnZjbUIzUG1kQT09>

Dial in: +1 312 626 6799

+1 929 205 6099

+1 301 715 8592

Meeting ID: 811 6950 9259

Passcode: 134859

### Minutes

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

Guests: Rachel Lenda,

#### 1. Call to Order

- a. The ERTD Finance Committee meeting was called to order at 8:01am by Jill St. Clair.

#### 2. Approval of Minutes 04/24/2023

- a. A motion was made to accept the minutes, as presented, from April 24, 2023. Tom Borner made the first motion and Bruce Flax made the second motion. No abstention 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 Balance Sheet, as presented. Tom Borner made the first motion and Bruce Flax made the second motion. No abstention or opposition. Motion passed.

5. Brochure Printing - Additional Cost

- a. A discussion took place regarding the brochure printing with marketing solutions unlimited. The additional cost to print and ship the Romantic Movie Brochure, when ready, is \$958 - an additional \$252 from what was previously approved. Tom Borner made a motion to accept and pay the \$958 charge to Marketing Solutions Unlimited. Bruce Flax made the second motion - no opposition, motion passed.

6. RFP Audit Results

- a. A discussion took place regarding the submission of Hoyt, Filippetti, and Malaghan's RFP submission. The Accounting Firm was the only RFP submission for the District's search. The Firm will charge \$10,000 for this fiscal year, \$10,300 next fiscal year, and \$10,500 for fiscal year 2025.
- b. Tom Borner made a motion to accept the RFP from Hoyt, Filippetti, and Malaghan for the next three years as the District's auditing firm. Bruce Flax made the second motion; all in favor - motion passed.

7. Balance of Funds for FY23

- a. A discussion took place identifying the final expenditures of FY23.

8. New Business

- a. Treasurer - the District is still searching for a candidate for Treasurer as Jill St. Clair's Chair position has expired. Bruce Flax may possibly entertain the position of Treasurer and will speak to Jill St. Clair post-meeting.

9. Adjournment

- a. A motion was made to adjourn the meeting by Tom Borner; Bruce Flax made the second motion. Meeting adjourned at 8:20am.