



**Eastern Regional Tourism District (ERTD)
Finance Committee
Regular Meeting MINUTES**

Monday, October 30, 2023 at 8:00am

Zoom:

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

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Meeting ID: 811 6950 9259

Passcode: 134859

AGENDA

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

Guests: Rachel Lenda

1. Call to Order
 - a. Bruce Flax called the meeting to order at 8:06am
2. Meeting Minutes Approval - 09/12/2023
 - 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. No abstentions or opposition. Motion passed.
3. Approval of Financial Documents
 - a. P&L Actual v. Budget, year-to-date
 - i. A discussion took place about the profit and loss actual versus budget year-to-date report.
 - b. Balance Sheet

- i. A discussion took place about the balance sheet year-to-date.
 - c. A motion was made by Tom Borner to accept the financial reports, as presented and Jill St. Clair made the second motion. No abstentions or opposition. Motion passed.
- 4. Receipt Back-Up Requirement for All Payments at Check Signing
 - a. A discussion took place regarding the District's need to have receipt back-ups for all expenditures at check signing. This discussion talked about budget line item #5115 Social Media/Digital/Placement Advertising as well as the fluctuating expenditures that the Chamber incurs including travel and postage.
 - b. Moving forward, the Chamber will include receipts for travel and postage with their monthly invoices.
 - c. The Committee discussed that receipts need to be provided for prior quarter advertising spend in order to receive the next payment.
- 5. Adjournment
 - a. A motion was made by Tom Borner to adjourn the meeting at 8:20am. Fran Kefalas made the second motion. Meeting adjourned.