



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

**Regular Meeting**

January 6, 2025 at 8:00am

Zoom:

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

Dial in: +1 312 626 6799

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Meeting ID: 811 6950 9259

Passcode: 134859

**Meeting Minutes**

Attendees: Bruce Flax, Jill St. Clair, Shannon Fagan

Guests: Andrea Manning

1. Call to Order - Meeting
  - a. The meeting came to order at 8:06am.
2. Meeting Minutes Approval
  - a. 12/3/24 Meeting Minutes
    - i. Jill St. Clair made a motion to approve the meeting minutes from 12/3/24, seconded by Shannon Fagan. All in favor the motion passed.
3. Review Financial Documents
  - a. Profit & Loss Statement
  - b. Balance Sheet
    - i. Jill St. Clair made a motion to approve the P&L and Balance Sheet, seconded by Shannon Fagan. All in favor the motion passed.
4. Invoice Approvals
  - a. Chamber of Commerce of Eastern Connecticut
    - i. October 2024 Administrative Fees
    - ii. November 2024 Administrative Fees
      1. Jill St. Clair made a motion to approve the October and November invoices from the Chamber of Eastern Connecticut, seconded by Shannon Fagan. All in favor the motion passed.

- b. Quinn & Hary
  - i. December Media Spend
  - ii. January Media Spend
  - iii. Fall 2024 Visual Assets Invoice 3
  - iv. Q3 Agency Fees
    - 1. Jill St. Clair made a motion to approve the four invoices from Quinn & Hary, seconded by Shannon Fagan. All in favor the motion passed.
- c. American Bus Association Membership Renewal
  - i. Discussion took place regarding the membership's value for the district. Jill St Clair made a motion to reject the invoice, seconded by Shannon Fagan. All in favor the motion passed.
- 5. Other Business - No other business
- 6. Adjournment
  - a. Jill St clair madea motion to adjourn, seconded by Shannon Fagan. All in favor, the meeting adjourned at 8:16am.