



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

**Regular Meeting**

January 27, 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, Fran Kefalas, Jill St. Clair\

Guests: Andrea Manning

1. Call to Order
  - a. The meeting came to order at 8:02am
2. Meeting Minutes Approval
  - a. 1/6/24 Meeting Minutes
    - i. Fran Kefalas made a motion to approve with edits, seconded by Jill St Clair. All in favor the motion passed.
3. Review Financial Documents
  - a. Profit & Loss Statement
    - i. Jill St. Clair made a motion to approve, seconded by Fran Kefalas. All in favor the motion passed.
4. Invoice Approvals
  - a. Chamber of Commerce of Eastern Connecticut
    - i. December 2024 Administrative Fees
      1. Fran Kefalas made a motion to approve the December Administrative Fees invoice, seconded by Jill St. clair. All in favor, the motion passed.
  - b. Quinn & Hary
    - i. February Media Spend

1. Jill St. Clair made a motion to approve the February Media Spend invoice, seconded by Fran Kefalas. All in favor the motion passed.

5. Other Business

- a. The committee discussed the pricing for this year's brochure distribution, its impact on the budget, and possible extension of brochure distribution contract. Due to the size of the contract an RFP process is not required, but 3 competitive quotes will be required.

6. Adjournment

- a. Jill St. Clair made a motion to adjourn, seconded by Fran Kefalas. All in favor the meeting adjourned at 8:19am.