



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

Regular Meeting

March 31, 2025 at 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

Meeting Minutes

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

Guests: Andrea Manning

1. Call to Order - Meeting
 - a. Bruce Flax called the meeting to order at 8:03am
2. Meeting Minutes Approval
 - a. 2/25/25 Meeting Minutes
 - i. Shannon Fagan made a motion to approve, seconded by Jill St. Clair. Three in favor, one abstention, 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 as presented, seconded by Shannon Fagan. All in favor, the motion passed
4. Invoice Approvals
 - a. Chamber of Commerce of Eastern Connecticut
 - i. February 2025 Administrative Fees
 1. Jill St Clair made a motion to approve the Chamber of Eastern Connecticut's administrative invoice, seconded by Shannon Fagan. All in favor, the motion passed.
 - b. Quinn & Hary

- i. Q4 Agency fees invoice
 - ii. April Media Spend
 - 1. Jill St Clair made a motion to approve the Quinn & Hary Q4 Agency Fees invoice, and April media Spend, seconded by Shannon Fagan. All in favor, the motion passed.
- 5. Bid Tabulation Review and Selection
 - a. Brochure Printing
 - i. The committee discussed the bid tabulation for printing the 2025 brochures.
 - ii. Jill St. Clair made a motion to recommend Phoenix Printing for the printer for the 2025 brochures.
 - b. Brochure Distribution
 - i. The committee discussed th bid tabulation for brochure distribution for May-November 2025.
 - ii. Fran Kefalas made a motion to recommend CTM Media as brochure distributor for 2025.
 - c. Both recommendations will move to the Executive Committee for final approval
- 6. 2025-2026 Budget
 - a. Bruce Flax presented a draft of the FY 2025-2026 noting changes from the previous budget.
 - b. Jill St. Clair made a motion to approve, seconded by Shannon Fagan. All in favor the motion passed.
- 7. Other Business - no other business
- 8. Adjournment
 - a. Jill St. clair made a motion to adjourn, seconded by Fran Kefalas. All in favor, the meeting adjourned at 8:23am.