



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

Special Meeting

December 3, 2024 at 12:00pm

Zoom:

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

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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 - Meeting
 - a. The meeting came to order at 12:09pm.
2. Meeting Minutes Approval
 - a. 10/28/24 Meeting Minutes
 - i. Fran Kefalas made a motion to approve the minutes as presented, seconded by Jill St. Clair. 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 as presented, seconded by Fran Kefalas. All in favor, the motion passed.
4. Invoice Approvals
 - a. Chamber of Commerce of Eastern Connecticut
 - i. October 2024 Administrative Fees

1. Tabled. This invoice will be submitted for the next Finance Committee Meeting.

- b. Quinn & Hary

- i. November Media Spend
- ii. Fall 2024 Visual Assets Invoice 2

1. Jill St. Clair made a motion to approve the November media Spend and Visual Assets invoices, seconded by Fran Kefalas. All in favor, the motion passed.

5. Other Business

- a. A discussion on the procedure for payment of the Media Spend took place. Beginning in January 2025, the payment of this expenditure will return to a monthly prepaid process. Reconciliation of receipts will be conducted quarterly. Receipts must be delivered within 30 days of the end of each quarter. A meeting between the district and Quinn & Hary will take place to ensure all parties are aware of the procedure.

6. Adjournment

- a. Fran Kefalas made a motion to adjourn, seconded by Jill St. Clair. The meeting adjourned at 12:36pm.