



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

Regular Meeting

June 2, 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, Fran Kefalas, Shannon Fagan

Guests: Andrea Manning

1. Call to Order - Meeting
2. Meeting Minutes Approval
 - a. 4/28/25 Meeting Minutes
 - i. Shannon Fagan made a motion to approve the 4/28 meeting minutes, 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 the P&L as presented, seconded by Shannon Fagan. All in favor, the motion passed.
 - b. Balance Sheet
 - i. Jill St. Clair made a motion to approve the Balance Sheet, seconded by Shannon Fagan. All in favor, no discussion, the motion passed.
4. Invoice Approvals
 - a. Chamber of Commerce of Eastern Connecticut
 - i. April 2025 Administrative Fees
 1. Jill St. Clair made a motion to approve the April Administrative Fees Invoice, seconded by Shannon Fagan. All in favor, no discussion, the motion passed.
 - b. Quinn & Hary
 - i. June Media Spend

1. Jill St. Clair made a motion to approve the June Media Spend, seconded by Shannon Fagan. All in favor, no discussion, the motion passed.
- c. Suite of Yearly Membership Dues Invoices
 - i. Chamber of Commerce of Eastern Connecticut
 - ii. Greater Mystic Chamber of Commerce
 - iii. Greater Norwich Chamber of Commerce
 - iv. Northeast CT Chamber of Commerce
 - v. Windham Region Chamber of Commerce
 - vi. Shannon Fagan made a motion to approve the Suite of Membership Dues Invoices. Fran Kefalas seconded the motion. Bruce Flax abstained from the vote. All else in favor, the motion passed.
- d. Mystic Outdoor Art Festival Silver Sponsorship
 - i. Jill St. Clair made a motion to approve \$1000 for the Silver Sponsorship, seconded by Fran Kefalas. Bruce Flax abstained from the vote. All other in favor, the motion passed.
- e. 2025 Brochure Expenses
 - i. CTM Media Brochure Distribution
 1. Jill St. Clair made a motion to approve the CTM Invoice, seconded by Fran Kefalas. All in favor, the invoice was approved.
 - ii. Phoenix Press Brochure Printing
 1. Jill St. Clair made a motion to approve the Phoenix Press invoice, seconded by Fran Kefalas. All in favor, the invoice was approved.
5. Other Business
 - a. Discussion regarding allocation of remaining funds took place.
 - b. Jill St. Clair made a motion to allocate \$7,000 to influencers upon approval of the Marketing Committee, seconded by Fran Kefalas. All in favor, the motion passed.
6. Adjournment
 - a. Shannon made the motion to adjourn, seconded by Fran Kefalas. All in favor, the meeting adjourned at 8:15am