



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

Regular Meeting

June 30, 2025 at 8:00am

Zoom:

<https://us02web.zoom.us/j/81169509259?pwd=UHd4ZnFyQThQWXpqTnZjbUlzUG1kQT09>

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, Chris Regan

Guests: Andrea Manning

1. Call to Order
 - a. The meeting came to order at 8:03am
2. Meeting Minutes Approval
 - a. 6/2/25 Meeting Minutes
 - b. Jill St. Clair made a motion to approve the 6/5/25 meeting minutes, seconded by Shanon Fagan. All in favor, the motion passed.
3. Review Financial Documents
 - a. Profit & Loss Statement
 - i. Shannon Fagan made a motion to approve the P&L as presented, seconded by Jill St. Clair. 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, the motion passed.
4. Invoice Approvals
 - a. Chamber of Commerce of Eastern Connecticut
 - i. May 2025 Administrative Fees
 - ii. June 2025 Administrative Fees

1. Jill St. Clair made a motion to approve the May and June Administrative invoices, seconded by Shannon Fagan. All in favor, the motion passed.
- b. Quinn & Hary
 - i. Influencer Collaboration Allocation
 1. The committee discussed this invoice noting an unexpected agency fee that was not approved at previous committees and for which ERTD does not have funding to cover through the FY2025 grant. The discussion covered actual funds available, what the agency fees include, and strategies to maximize impact within budget.
 2. Motion: Jill St. Clair made a motion to approve \$7,500 for influencer collaboration including agency fees, seconded by Shannon Fagan. With no opposition the motion passed.
- c. Hoyt Filipetti & Malaghan
 - i. Audit Invoice
 1. Jill St. Clair made a motion to approve the HFM audit invoice, seconded by Shannon Fagan. All in favor, the motion passed.
- d. Phoenix Press Inc
 - i. Shipping Invoice
 1. Shannon Fagan made a motion to approve the shipping invoice from Phoenix Press, seconded by Jill St. Clair. All in favor, the motion passed.
5. Reimbursement for Departing Director Gift
 - a. Shannon Fagan made a motion to approve the reimbursement, seconded by Bruce Flax. Jill St. Clair abstained from the vote. All else in favor, the motion passed.
6. Other Business
 - a. Andrea Manning noted that the media spend invoices total was \$750 less than the \$110,000 budgeted for the year.
7. Adjournment
 - a. Jill St. Clair made a motion to adjourn, seconded by Shannon Fagan. All in favor, the meeting adjourned at 8:28am