



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

Regular Meeting

January 5, 2026 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, Shannon Fagan

Guests: Andrea Manning

1. Call to Order
 - a. Meeting came to order at 8:01am
2. Meeting Minutes Approval
 - a. 11/24/25 Meeting Minutes
 - i. Jill St. Clair made a motion to approve the 11/24/25 meeting minutes, seconded by Shannon 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 as presented, seconded by Shannon Fagan. All in favor the motion passed.
4. Invoice Approval
 - a. Quinn & Hary
 - i. January Media Spend

- ii. The invoice has not yet been received for this item or for the upcoming Q3 agency fees.
 - iii. Jill St Clair made a motion to approve the invoice pending receipt, seconded by Shannon Fagan. All in favor the motion passed.
 - b. Chamber of Commerce of Eastern Connecticut
 - i. November Administrative Invoice
 - 1. Jill St. Clair made a motion to approve the November Administrative Invoice, seconded by Shannon Fagan, All in favor, the motion passed.
- 5. Other Business
 - a. A discussion was held on the need to schedule a joint meeting with the Marketing Committee in March 2026 to develop the budget for FY2027.
 - b. A discussion was held on the invoice for insurance renewal and quote for expanded liability insurance as required by the state Contract. Andrea will confirm whether three quotes are needed for this expense, and the committee will review and vote by email.
- 6. Adjournment
 - a. Jill St. Clair made a motion to adjourn, seconded by Shannon Fagan. All in favor, the meeting adjourned at 8:09am