



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

Regular Meeting

November 24, 2025 at 8:00am

Zoom:

<https://us02web.zoom.us/j/81169509259?pwd=UHd4ZnFyQThQWXpqTnZjUzUG1kQT09>

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Meeting ID: 811 6950 9259

Passcode: 134859

Meeting Minutes

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

Guests: Andrea Manning

1. Call to Order
 - a. Shannon Fagan called the meeting to order at 8:01am
2. Meeting Minutes Approval
 - a. 10/27/25 Meeting Minutes
 - i. Jill St. Clair made a motion to approve the meeting minutes, seconded by Fran Kefalas. 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, seconded by Fran Kefalas. All in favor the motion passed.
 - b. Balance Sheet
 - i. Jill St. Clair made a motion to approve the balance sheet, seconded by Fran Kefalas. All in favor the motion passed.
4. Invoice Approval
 - a. Quinn & Hary
 - i. December Media Spend

1. Jill St. Clair made a motion to approve the December Media Spend invoice, seconded by Bruce Flax. All in favor the motion passed.
 - b. Chamber of Commerce of Eastern Connecticut
 - i. October Administrative Invoice
 1. Jill St. Clair made a motion to approve the October Administrative invoice, seconded by Fran Kefalas. All in favor the motion passed.
5. Other Business
- a. The committee discussed changes to the state grant contract, and the need for additional clarity around process and procedure in regard to making payments and other financial concerns, in addition to the work of other committees. A meeting to review changes will be requested with the office of Statewide Marketing and Tourism.
6. Adjournment
- a. Fran Kefalas made a motion to adjourn, seconded by Jill St. Clair. All in favor the meeting adjourned at 8:09am