



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

Regular Meeting

June 1, 2026 at 8:00am

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, Jill St. Clair, Shannon Fagan, Fran Kefalas

Guests: Andrea Manning

1. Call to Order
 - a. Bruce Flax called the meeting to order at 8:05am
2. Meeting Minutes Approval
 - a. 4/27/26 Meeting Minutes
 - i. Jill St Clair made a motion to approve, seconded by Shannon Fagan. All in favor, the motion passed.
3. Review Financial Documents
 - a. Profit & Loss Statement
 - i. Jill St Clair made a motion to approve, seconded by Shannon Fagan. All in favor, the motion passed.
 - b. Balance Sheet
 - i. Shannon Fagan made a motion to approve, seconded by Jill St Clair. All in favor, the motion passed.
4. Invoice Approval
 - a. Quinn & Hary
 - i. June Media Spend Invoice
 1. Jill St Clair made a motion to approve, seconded by Shannon Fagan. All in favor, the motion passed.
 - ii. Visual Asset Allocation
 1. Jill St Clair made a motion to approve, seconded by Shannon Fagan. All in favor, the motion passed.

- b. Chamber of Commerce of Eastern Connecticut
 - i. April Administrative Invoice
 - 1. Jill St Clair made a motion to approve, seconded by Shannon Fagan. All in favor, the motion passed.
 - c. Membership Dues Invoices
 - i. Chamber of Commerce of Eastern Connecticut
 - ii. Greater Mystic Chamber of Commerce
 - iii. Greater Norwich Area Chamber of Commerce
 - iv. Northeast Connecticut Chamber of Commerce
 - v. Windham Region Chamber of Commerce
 - 1. Shannon Fagan made a motion to approve, seconded by Fran Kefalas. Bruce Flax abstained from the vote. All else in favor, the motion passed.
 - d. Mystic Outdoor Art Festival
 - i. Jill St. Clair made a motion to approve, seconded by Shannon Fagan. Bruce Flax abstained from the vote. All else in favor, the motion passed.
 - e. CTM Brochure Distribution Invoice
 - i. Shannon Fagan made a motion to approve, seconded by Fran Kefalas. All in favor, the motion passed.
 - f. AM Lithography Brochure Printing Invoice
 - i. Fran Kefalas made a motion to approve, seconded by Jill St. Clair. All in favor, the motion passed.
5. Audit RFP Review
- a. The committee reviewed the proposal submitted in response to the RFP for Auditor.
 - b. Jill St. Clair made a motion to accept the proposal from HFM as the next auditors, seconded by Shannon Fagan. All in favor, the motion passed.
6. Other Business
- a. The committee discussed updates to the FY2027 budget due to the increased Audit expense.
 - i. T Jill St. Clair made a motion to amend the FY2027 proposed budget, reallocating \$500 from Special Events and \$500 from Local Meetings & Travel to the Audit Expense line to accommodate the anticipated audit cost. Shannon Fagan seconded. All in favor, the motion passed.
 - b. The Committee reviewed anticipated year-end unexpended funds. Marketing Committee recommendations for use of the remaining funds included TripAdvisor, Waze, and Google Maps advertising placements. Members agreed additional review of available balances was needed before making a final expenditure recommendation. A final calculation would be presented to the Executive Committee.
7. Adjournment
- a. Jill St. Clair moved to adjourn the meeting. Shannon Fagan seconded the motion. The meeting adjourned at 8:22am