



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

Regular Meeting

July 28, 2025 at 8:00am

Zoom:

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

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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. Bruce Flax called the meeting to order at 8:07am
2. Meeting Minutes Approval
 - a. 6/30/25 Meeting Minutes
 - i. Shannon Fagan made a motion to approve the 6/30 meeting minutes, seconded by Jill St. Clair. All in favor, the motion passed.
3. Review Financial Documents
 - a. Profit & Loss Statement
 - i. A motion to approve the P&L was made by Jill St. Clair and 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 as presented, seconded by Shannon Fagan. The motion passed unanimously.
4. Jill St. Clair made a motion to amend the agenda to include three additional Quinn & Hary invoices including the July Media Spend, Q1 Agency fees, and FY24-25 Final media Spend. Shannon Fagan seconded. All in favor the motion passed
5. Quinn & Hary Invoices
 - a. July Media Spend
 - i. Jill St Clair made a motion to approve the invoice pending receipt of state funding, seconded by Shannon Fagan. All in favor the motion passed.

- b. Q1 Agency fees
 - i. Jill St Clair made a motion to approve the invoice pending receipt of state funding, seconded by Shannon Fagan. All in favor the motion passed.
- c. FY24-25 Final Media Spend
 - i. Discussion focused on a shortfall of \$316.15 between the current available balance and total invoiced amount. Concerns were raised regarding the late delivery of final invoicing from Quinn & Hary and reporting process. The committee agreed no action would be taken on this invoice at this time. Jill St. Clair offered to consult with her municipal auditor regarding options for carrying a small negative balance and reconciling the discrepancy. A follow-up discussion with Quinn & Hary will also be scheduled.
 - ii. A motion was made by Jill St. Clair and seconded by Shannon Fagan to proceed with submission of the current approved P&L and Balance Sheet as part of the final grant report, excluding the disputed final invoice.
- 6. Other Business
 - a. No other Business.
- 7. Adjournment
 - a. Jill St. Clair made a motion to adjourn, seconded by Shannon Fagan. All in favor, the meeting adjourned at 8:22am.