Warehouse Employees Union Local No. 730
and Contributing Companies' Prepaid
Legal Services Fund

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MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE WAREHOUSE EMPLOYEES UNION LOCAL NO. 730 & CONTRIBUTING COMPANIES' PREPAID LEGAL SERVICES FUND SEPTEMBER 8, 2023 VIA ZOOM

The following Trustees were present:

UNION TRUSTEES
Frank Myers – Secretary
Scott Clark
Wayne Settles

EMPLOYER TRUSTEES
J. Paradis – Chairman
M. Bull
M. Goble – Alternate

Also present were:

A. Cochran – Associated Administrators, LLC
R. Grant – Associated Administrators, LLC
B. Saindon – Mooney, Green, Saindon, Murphy & Welch, P.C.
R. Sichel – Investment Performance Services, LLC

I. CALL TO ORDER

A quorum being present, the meeting was called to order.

II. MINUTES

The Trustees reviewed the minutes of the last regular meeting held June 9, 2023.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED that the minutes of the last regular meeting held on June 9, 2023 are approved as presented.**

III. FINANCIAL REPORT

The Trustees welcomed Mr. Rich Sichel of IPS to the meeting. Mr. Sichel reviewed his report titled, "Investment Performance Analysis – June 30, 2023" beginning with IPS' market commentary. Mr. Sichel noted the asset allocation as follows: 47.60% in Investment Grade Income, 50.70% in Short Duration High Yield Fixed Income, and 1.60% in cash and equivalents. The Atlanta Capital Management Fund held $449,843 in investments, and the Chartwell Short Duration High Yield Fund held $478,959. The PNC Prime Money Market held $15,319.

The Trustees thanked Mr. Sichel for his report and he was excused from the meeting.

IV. COUNSEL REPORT

Ms. Beth Saindon said there were no legal matters pending before the Board of the Trustees at this time.

V. ADMINISTRATIVE MANAGER'S REPORT

Ms. Cochran presented the Administrative Manager's Report for the second quarter 2023 showing employer contributions of $25,932, miscellaneous income of $0 and interest and dividend income of $6,972, producing a total income of $32,904 for the quarter. Benefit expenses were $7,609 and operating expenses were $19,866, producing a total expense of $27,475, resulting in a net surplus of $5,429 for the quarter. Ms. Cochran noted that contributions were made on behalf of 743 participants.

VI. INVOICES

Ms. Cochran presented a list of invoices dated September 8, 2023 for Trustee review. It was noted that there were no additions, deletions or changes to the list.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED that the invoices on the list dated September 8, 2023 are approved for payment as presented.**

VII. OTHER FUND BUSINESS

A. Fidelity Bond Renewal – INTERIM ACTION

Ms. Cochran noted interim action the Trustees' took to renew the Fidelity Bond policy for the period July 11, 2023 through July 11, 2026 with the incumbent carrier, Zurich, through the broker Segal Select. She said that there was no increase in the annual premium. She reported that the Trustees approved the renewal via an electronic poll conducted in July 2023.

B. Fiduciary Liability Policy – INTERIM ACTION

Ms. Cochran reviewed the interim action the Trustees took to renew the Fiduciary Liability policy for the period July 26, 2023 through July 26, 2024 with the incumbent carrier, Markel American Insurance Company/Ullico ("Ullico"), through the broker Segal Select. She said that there was no increase in the annual premium.

C. <u>2022 Annual Audit</u>

Ms. Cochran reported that the Fund's auditor, Novak Francella, filed the Form 990 and Form 5500 on August 7, 2023.

D. <u>Canteen Vending Payroll Audit</u>

Ms. Cochran reported the total cost to perform the payroll audit for the employer Canteen Vending, for period January 1, 2018 through April 30, 2022, was $4,712.50. The Trustees requested Ms. Cochran obtain additional information from the auditor with itemized billing information.

E. <u>Quality Custom Distribution Payroll Audit</u>

Ms. Cochran reported that the audit for the period January 1, 2020 through December 31, 2021 was completed and that the Fund received a check in the amount of $259.02 for the findings.

F. <u>Administrative Services Contract Renewal</u>

Ms. Cochran distributed and reviewed her letter dated September 8, 2023 which noted that the administrative services contract between the Fund and Associated Administrators, LLC will expire on December 31, 2023 and provides detailed information in support of the request for a three-year renewal, with 4% annual fee increases. Associated Administrators, LLC was excused from the meeting for an executive session. After the executive session, Associated was invited back into the meeting.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to approve an extension of the administrative services contract with Associated Administrators, LLC, for the period January 1, 2024 through December 31, 2026, with 4% annual fee increases.**

Ms. Cochran thanked the Board of Trustees for the contract renewal. Fund Counsel requested that Associated prepare a new contract. Ms. Cochran confirmed that a contract would be prepared and sent to Counsel for review.

G. International Foundation of Employee Benefit Plans – Annual Membership

Ms. Cochran reported receipt of the Fund's 2024 membership renewal invoice for the International Foundation of Employee Benefit Plans. The renewal fee contains a $65 increase from the prior year.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to approve the Fund's 2024 renewal with the International Foundation of Employee Benefit Plans at the $1,425.00 annual fee.**

H. Cybersecurity Policy

Ms. Cochran reported that the requested data was provided to the Cybersecurity consultant, PFK O'Connor Davies ("PFK") on August 15, 2023.

VIII. NEXT MEETING DATE AND LOCATION

After discussion, the Trustees selected December 1, 2023 as their next regular meeting via Zoom.

IX. ADJOURNMENT

There being no additional business to come before the Trustees, the meeting was adjourned.

Respectfully submitted,

Frank Myers

Secretary