911 Ridgebrook Road
Sparks, Maryland 21152-9451
Telephone: (410) 683-6500
(800) 638-2972
www.associated-admin.com

8400 Corporate Drive, Suite 430
Landover, Maryland 20785-2361
Telephone: (301) 459-3020
(800) 638-2972
www.associated-admin.com

**DRAFT**

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
**UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON, D.C.**
**GROUP LEGAL SERVICES FUND**
HELD ON SEPTEMBER 30, 2025
UNITE HERE Local 25
901 K Street, N.W., Suite 200
Washington, DC

The following Trustees were present:

| UNION TRUSTEES | EMPLOYER TRUSTEES |
|---|---|
| Paul Schwalb - Chairman | Solomon Keene |
| Stephanie Steer Jones | Michael D'Angelo (via video conference) |
| Linda Martin | |

Also present were:

Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Anne-Marie Sims – Associated Administrators, LLC
Brittany Garland – Associated Administrators, LLC
Tyler Geiman – Novak|Francella
Kevin Regan – Regan Associates (for part of the meeting)
Brian Dana, Meketa Investment Group
Peter Belval, Meketa Investment Group

## I. CALL TO ORDER

Mr. Keene noted that Mr. Satinder Palta had provided him with his proxy for this meeting.

A quorum being present, Chairman Schwalb called the meeting to order.

## II. MINUTES

Board Meeting, April 30, 2025

The Trustees reviewed the draft minutes of the April 30, 2025 meeting.

On Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the minutes of the Board meeting held April 30, 2025 be approved, as presented.**

## III. INVOICES

Ms. Sims presented a list of invoices dated September 30, 2025. She noted that there were no additions, deletions or changes to the list.

On Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the invoices set forth in the list dated September 30, 2025 are approved for payment.**

## IV. PAYROLL AUDITOR REPORT

The Trustees welcomed Mr. Tyler Geiman of Novak|Francella to the meeting. Mr. Geiman reviewed with the Trustees the Payroll Audit Collections Report dated September 22, 2025, which is included with the meeting materials.

## V. AUDITOR REPORT

Draft Financial Statements for Years Ended December 31, 2024

Mr. Geiman reviewed the draft Financial Statements for the year ending December 31, 2024, which were distributed to the Trustees prior to the meeting. Mr. Geiman stated that the financial statements present fairly, in all material respects, the financial status of the Fund. Mr. Geiman then reviewed the audit report in detail. He reported that the Form 5500 and Financial Statements would be filed timely.

## VI. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Regan reviewed the Second Quarter 2025 Annual Utilization Report provided by Regan Associates, Chartered and contained in the meeting booklet. Mr. Regan reported that participants opened 349 new cases in the Second Quarter of 2025. 102 immigration cases were opened during this period, which is above the historical norm for this area of law. The firm's attorneys logged 3,800.76 hours across all of law. Family law cases continued to require the most attorney time, constituting 38.45% of total hours.

The Trustee thanked Mr. Regan for his presentation and excused him from the meeting.

## VII. CO-COUNSEL REPORT

Co-Counsel advised that they had no items to report.

## VIII. ADMINISTRATIVE MANAGER'S REPORT

Second Quarter 2025 Administrative Manager's Report

Ms. Sims presented and reviewed the Second Quarter 2025 Administrative Manager's Report. The report showed employer contribution income of $684,682, and investment income of $6,261, producing a total income of $ $690,943. Expenses included $18,684 in administration fees, $589,509 for Regan & Associates and miscellaneous expenses of $9,701, producing total expenses of $617,894, resulting in a surplus of $73,049. Contributions were made on behalf of 6,271 active participants.

## IX. OTHER FUND BUSINESS

**A.** Fiduciary Liability Insurance

Ms. Sims reported that the fiduciary liability policy was approved by the Chairman and Secretary between meetings and was renewed for the period of September 1, 2025 through August 31, 2026 for a premium of $7,307.00.

After discussion and on Motion made and seconded, the Trustees approved the following resolution:

**RESOLVED to ratify the action of the Chair and Secretary renewing the Fiduciary Liability policy with Chubb at the current $2,000,000 limit of liability for the policy period September 1, 2025 through August 31, 2026.**

## X. NEXT MEETING DATES

The next Trustees meeting is scheduled for November 19, 2025, commencing at 9:30 a.m.

## XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on __________, 2025

By: ________________________

Anne-Marie Sims, Associated Administrators, LLC

AMS

(Org. 09-30-2025)