

**UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Group Legal Services Fund**

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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 JUNE 7, 2023

The following Trustees were present via conference call:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer Jones
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Michael D'Angelo
Satinder Palta (via video conference)

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Swapnil Agrawal - Bredhoff & Kaiser, PLLC
Ben Conley - Seyfarth Shaw, LLP
Kevin Regan - Regan and Associates
Jackie Coyle - Novak|Francella
Tyler Geiman - Novak|Francella
Barbara Maiorano - Associated Administrators, LLC (via video conference)
Kathy Phillips - Associated Administrators, LLC (via video conference)
Anne-Marie Sims - Associated Administrators, LLC
Dawn Welch - Associated Administrators, LLC
Paul Schwab - UNITE Here Local 25

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, February 23, 2023

The Trustees reviewed the draft minutes of the February 23, 2023 meeting.

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

RESOLVED that the minutes of the Board meeting held February 23, 2023 be approved, as presented.

III. INVOICES

Ms. Sims presented a list of invoices dated June 7, 2023. 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 June 7, 2023 are approved for payment.

IV. AUDITOR REPORT

Draft Financial Statements for Years Ended December 31, 2022

Mr. Tyler Geiman of Novak | Francella, LLC reviewed the draft Financial Statements for the year ended December 31, 2022, which were distributed to the Trustees prior to the meeting. Mr. Geiman confirmed 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.

The Trustees discussed hiring an investment manager to review current investment procedures and consider purchasing tiered Certificates of Deposit.

V. PAYROLL AUDIT REPORT

A. Payroll Audit Collections Report

Ms. Jackie Coyle was welcomed to the meeting by the Trustees. Ms. Coyle reported that the audit for Marriott Marquis and Harrington are complete with minor findings, and the audit for Trump Hotel is still in process. All properties have been very cooperative. She referred to the Payroll Audit Collections Report dated June 2, 2023, included in the agenda materials.

Ms. Coyle reported that audit findings resulted in the Ven Embassy Row Hotel Washington experiencing an overpayment of contributions. Ms Sims said that, once she determines whether benefits were extended to the participants due to the overpayment, she would tell the employer that it must submit written request to obtain a credit of any overpayments against future contributions. Ms. Coyle reported that audit findings resulted in an overpayment of contributions by VEN Embassy Row Hotel Washington. Ms. Sims said that she would tell the employer that it must submit a written request to obtain a credit of any overpayment against future contributions.

The Trustees thanked Ms. Coyle for her presentation and excused her from the meeting.

VI. CO-COUNSEL REPORT

A. End of the National Emergency and Public Health Emergency

Mr. Conley reported that the Administration announced that the public health emergency related to the COVID-19 pandemic would end on May 11, 2023 and, as a result, the COVID-19 tolling period will end on July 10, 2023. He said a Notice of End of Temporary COVID-19 Related Extension of Certain Plan Deadlines Summary of Material Modification (“SMM”) was drafted by Counsel and mailed to all participants on April 30, 2023.

VII. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Kevin Regan discussed the First Quarter 2023 Annual Utilization Report provided by Regan and Associates Chartered as contained in the meeting booklet. He noted there were 289 plan cases in the First Quarter of 2023.

Mr. Regan informed the Trustees that the offices of Regan Associates Chartered opened a temporary satellite office in Fairfax Virginia on June 1, 2023. The Trustees requested that the Fund office work with Regan and Associates to draft a notice for Counsel review to be mailed to participants who reside in this location informing them of the new office address.

Mr. Regan noted the relocation of the Regan Associates Chartered Washington, D.C. office was still on schedule for July 26, 2023. Ms. Sims informed the Trustees a notice was sent to participants informing them of the relocation on May 12, 2023.

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

VIII. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2023 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2023 Administrative Manager's Report which was included in the agenda materials.

B. Cash Flow Analysis

Mr. Boardman reminded the Trustees that, effective July 1, 2023, the overall contribution to the Legal and Health and Welfare Funds would increase by twelve cents (\$0.12), with the allocation of contributions between the two funds to be determined by the Board of Trustees of the Funds in each Board's capacity as Plan sponsor. Mr. Boardman said that, based on his cash flow analysis for the Legal and Health and Welfare Fund expenses and reserves, he recommended allocating five and a half cents (\$0.055) of the increase to the Legal Fund and six and a half cents (\$0.065) of the increase to the Health & Welfare Fund.

On Motion made and seconded, the Trustees approved the following resolution in their capacity as Plan sponsor:

RESOLVED to allocate the combined twelve-cent increase to the Fund and the Health and Welfare Fund that effective July 1, 2023 six and a half cents (\$0.065) to the Health and Welfare Fund and five and a half cents (\$0.055) to the Legal Fund.

The Trustees directed Co-Counsel and the Administrative Services Manager to prepare a notice for the employers regarding the contribution rate increase. The Trustees requested

that the Administrative Services Manager email the General Managers regarding the increase in contribution rate and send notice via email with receipt confirmation.

IX. NEXT MEETING DATES AND LOCATION

The Trustees scheduled the next regular Board meeting for September 13, 2023.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on _____, 2023

By: _____
Anne-Marie Sims, Associated Administrators, LLC

AMS/dw
(Org. 06-07/2023)