

**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 SEPTEMBER 13, 2023
VIA VIDEO CONFERENCE
AND IN WASHINGTON DC**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer (via video conference)
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Satinder Palta (via video conference)

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims – Associated Administrators, LLC
Paul Schwalb – UNITE Here Local 25
Tyler Geiman – Novak|Francella
Kevin Regan – Regan Associates Chartered (for part of the meeting)

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, June 7, 2023

Counsel noted that the draft minutes that were pre-circulated in advance of this meeting to the Trustees did not fully reflect Counsel's comments. The Trustees tabled approval of the minutes of the June 7, 2023 to the next meeting.

III. INVOICES

Ms. Sims presented a list of invoices dated September 13, 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 September 13, 2023 are approved for payment.

IV. PAYROLL AUDIT REPORT

Ms. Sims referred to the Payroll Audit Collections Report dated August 31, 2023, included in the agenda materials. Ms. Sims reviewed the report, which contains results for collection of payroll audit deficiencies after receipt of the audits from Novak|Francella and before referral of unpaid billed deficiencies to the Fund's Collection Counsel.

Mr. Boardman requested that Embassy Suites-Chevy Chase be included in the 2023 schedule as a priority due to the hotel changing management companies.

V. PROVIDER REPORT

Regan Associates Chartered – Second Quarter 2023 Utilization Report

The Trustees welcomed Mr. Kevin Regan to the meeting. A copy of Regan Associates' Second Quarter 2023 Legal Plan Utilization report was distributed to the Trustees prior to the meeting and is included in the agenda materials. Mr. Regan noted there were 303 plan cases in the Second Quarter of 2023. The firm's attorneys logged 3,097 hours by area of law, with immigration cases leading with approximately 30% of total cases for the Second Quarter of 2023.

Mr. Regan informed the Trustees that the Regan Associates Chartered Washington DC office relocated to Connecticut Avenue in downtown Washington DC as of July 26, 2023.

This location is convenient for members working or residing in the city. Ms. Sims advised that participants had been notified in advance of the new address.

VI. CO-COUNSEL REPORT

Co-Counsel stated that there were no legal matters on which to report.

VII. ADMINISTRATIVE MANAGER'S REPORT

A. Second Quarter 2023 Administrative Manager's Report

Ms. Sims presented and reviewed the Second Quarter 2023 Administrative Manager's Report, a copy of which is included in the agenda materials.

Ms. Sims informed the Trustees that the reallocation from the Legal Fund (\$0.055) to the H&W Fund (\$0.065), effective July 1, 2023 has been implemented and participating employers are remitting correctly with the exception of the Madison Hotel.

Mr. Boardman noted that the CBA provided for an overall \$0.08 additional contribution increase, effective October 1, 2023. The increase is to be allocated as determined by the Fund's Trustees between the Group Legal Services and Health and Welfare Fund. The Trustees requested the Fund Office provide the Finance and Collections Committee with updated cash flow figures, through August 31, 2023 and scheduled a special meeting to consider options for the allocation on September 26, 2023. The Trustees directed Co-Counsel and the Administrative Services Manager to prepare a notice for the employers regarding the October 1, 2023 contribution rate increase, once determined, and email the General Managers.

B. Fidelity Bond Renewal

Ms. Sims reported on the Fidelity Bond renewal, effective October 4, 2023, explaining that the quoted premium of \$2,463.00 was for three years at the same \$250,000 coverage level that is in effect.

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

RESOLVED to approve renewing the Fidelity Bond policy with Chubb at the current \$250,000 limit of liability for three years, for a three-year premium payment of \$2,463.00.

C. Fiduciary Liability Insurance

Ms. Sims reported the fiduciary liability policy was approved by the Chairman and Secretary between meetings and renewed for the period of September 1, 2023 through August 31, 2024 for a premium of \$7,457.00.

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, 2023 through September 1, 2024.

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Wednesday, December 13 [later changed to December 15], 2023, commencing at 10:00 a.m.

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/bm
(Org. 09-13-2023)