UNITE HERE Local 25 and Hotel Association of Washington, D.C.
Health and Welfare 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.
HEALTH AND WELFARE FUND**
HELD ON JANUARY 22, 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	Satinder Palta (via video conference)
Linda Martin	Michael D'Angelo (via video conference)

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Charlotte Kaufman – UNITE HERE Local 25
Ben Conley - Seyfarth Shaw, LLP
Jackie Coyle - Novak|Francella
William Duryea - Meketa Investment Group
Anne-Marie Sims - Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Brittany Garland – Associated Administrators, LLC

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, September 25, 2024

The Trustees reviewed the draft minutes of the September 25, 2024 meeting.

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

> **RESOLVED that the minutes of the Board meeting held September 25, 2024 are approved as presented.**

III. INVOICES

Ms. Sims presented a list of invoices dated January 22, 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 January 22, 2025 are approved for payment.**

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Coyle referred to the Payroll Audit Collections Report dated January 17, 2025, included in the agenda materials. Ms. Coyle 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.

Ms. Coyle reported that the audit for the Eaton Hotel is open but close to being completed. She reported that Employers are not paying contributions due for vacation time as well as overtime correctly. Ms. Mayerson suggested circulating another 'cheat sheet' to employers listing all contribution requirements with updated rates.

Ms. Coyle reported that Charlie Palmer Steakhouse is on schedule for an exit audit due to the restaurant closing in November 2024. Because the prior audit had minimal findings/delinquencies and neither Local 25 nor the Fund are aware of any compliance issues since then, the Trustees concurred that an exit audit would not be cost-effective and requested that the Charlie Palmer Steakhouse be removed from the audit schedule.

V. CO-COUNSEL REPORT

Co-Counsel reported there were no legal matters requiring Board action.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2024 Administrative Manager's Report

Ms. Sims presented and reviewed the Third Quarter 2024 Administrative Manager's Report, a copy of which is included in the agenda materials.

The report showed employer contribution income of $1,521,802, and investment income of $45,065 producing a total income of $1,566,867. Expenses included $49,170 for administration fees, $1,129,853 group dental, $163,067 group vision and miscellaneous expenses of $14,968, producing total expenses of $1,357,058 resulting in a surplus of $209,809. Contributions were made on behalf of 6,067 active participants.

At the previous meeting the Trustees discussed retaining Meketa to make recommendations with respect to investment vehicles. Mr. Duryea from Meketa said that his firm would submit a proposal for Trustee consideration with an annual review fee.

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

> **RESOLVED, the Chair and Secretary are authorized to retain Meketa on behalf of the Board to review the Fund's investments and make recommendations for replacement investment vehicles, subject to reaching agreement on terms.**

VII. OTHER FUND BUSINESS

A. Novak|Francella – Audit Engagement Letters

Ms. Sims reported that copies of the proposed audit engagement letter for the 2024 Plan year from Novak|Francella, LLC ("Novak") had been circulated prior to the meeting. A copy of the subject letter is attached to and made a part of these minutes as Exhibit E.

Ms. Sims noted that the proposed fee of $20,200 for the Plan year 2024 and related services represents a $600 increase (3%) from the prior year.

Following discussion, upon Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the Fund's engagement letter with Novak|Francella, LLC, for the audit and related work for the 2024 plan year, at a fee of $20,200, is approved**

B. 2024 Summary Annual Report

Ms. Sims reported that the Summary Annual Report ("SAR") had been mailed to participants on time.

C. Form 5500 for the Plan Year Ended December 31, 2023

Ms. Sims reported the timely filing, under extension, of the Form 5500 for the Plan year ended December 31, 2023.

D. Summary Plan Description

Ms. Sims reported that the updated SPD is currently being drafted. The Trustees requested Ms. Sims to ascertain the cost of translating the SPD into Spanish (Central American), and to include in the SPD a statement in Amharic offering assistance and explaining how to obtain it.

E. Cyber Liability Insurance

Ms. Sims reported that the Cyber Liability policy for the Fund was renewed for the period of November 1, 2024 through October 31, 2025 for a premium of $2,038.50.

F. Banquet Waiters Eligibility

Ms. Steer Jones reported that she is continuing to work with Cheiron to discuss scope of work and solicit a proposal to cost out an extension of the "lookback period" over which contributions must be made on behalf of steady banquet waiters for them to qualify for coverage.

G. Contributions for Banquet Functions

With respect to the issue discussed at the last meeting concerning contributions by employers for banquet functions, Ms. Steer-Jones reported that she is still waiting on some of the RFIs from the employers to get a better understanding about ongoing functions.

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the following Board meetings for 2025, commencing at 10:00 a.m.: April 30, 2025, August 13, 2025, and November 19, 2025.

IX. 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.