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 MARCH 04, 2026

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
Paul Schwalb – Chairman (via video conference)	Solomon Keene
Stephanie Steer Jones	Satinder Palta (via video conference)
Linda Martin	Brian Hudson (via video conference)

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Anne-Marie Sims – Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Brittany Garland – Associated Administrators, LLC (via video conference)
Stephanie Love – Novak|Francella
William Duryea – Meketa Investment Group

I. CALL TO ORDER

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

II. APPOINTMENT OF NEW TRUSTEE

Ms. Sims reported that she received a resolution, signed by Mr. Solomon Keene in his capacity as President of the Hotel Association of Washington, D.C., confirming the resignation of Mr. Michael D'Angelo and appointment by the Association of Mr. Brian Hudson, as Employer Trustee effective February 1, 2026, as well as a signed acceptance of appointment from Mr. Hudson. The Trustees welcomed Mr. Hudson to the Board.

III. MINUTES

Board Meeting, November 19, 2025

The Trustees reviewed the draft minutes of the November 19, 2025 meeting.

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

> **RESOLVED that the minutes of the Board meeting held November 19, 2025 be approved, as presented.**

IV. PAYROLL AUDIT REPORT

The Trustees welcomed Ms. Stephanie Love of Novak|Francella to the meeting.

Ms. Love referred to the Payroll Audit Collections Report dated January 17, 2025 included with the meeting materials. Ms. Love 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 counsel for collection.

Ms. Love reported that the payroll audit findings show that some employers are not reporting on overtime, double time, and PTO holiday, birthday and vacation hours correctly. She then reported that the auditors are experiencing difficulties with scheduling audits for the Washington Hilton Towers and the Yotel Washington D.C. Ms. Steer-Jones and Ms. Martin confirmed that they would follow up with both hotels. Ms. Love reviewed the upcoming payroll audit schedule list, and the Trustees confirmed the Harrington Hotel should be removed from the list.

V. INVOICES

Ms. Sims presented a list of invoices dated March 04, 2026. 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 March 04, 2026 are approved for payment.**

VI. CO-COUNSEL REPORT

A. Consolidated Appropriations Act ("CAA")

Ms. Mayerson reported that the Consolidated Appropriations Act, 2026 includes new disclosure requirements for certain group health plan service providers.

B. Training Fund

Mr. Conley reported that the current Hotel Association of Washington, D.C. CBA requires an increase in employer contributions for Dental and Optical in the amount of five cents ($0.05) an hour, effective March 16, 2026, March 16, 2027, and March 16, 2028, for a total increase of $.15 over the term of the CBA. The CBA further states that all or a portion of these increased contributions may be allocated to a joint HAWDC/Union training fund if Local 25 so elects (with the trustees to be jointly selected by the bargaining parties). However, to avoid the administrative burdens associated with establishing and maintaining a new fund, Local 25 suggests that the training program be housed within the Fund, similar to the training program that was established within the Fund many years ago and ultimately discontinued. A discussion ensued regarding the previous termination of the Fund's training program. Ms. Mayerson said she would review the Fund's records and report back to the Trustees.

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

> **RESOLVED to establish the training program within the Fund, subject to counsel's confirmation that there is no legal impediment.**

Mr. Agrawal said that assuming counsel concludes that there is no legal issue with establishing the training program within the Fund, Counsel will draft an amendment to the Trust Agreement to facilitate the establishment of the training program for adoption at the next meeting. Employers will be notified of the increased contribution and where to send it.

VII. ADMINISTRATIVE MANAGER'S REPORT

Fourth Quarter 2025 Administrative Manager's Report

Ms. Sims presented and reviewed the Fourth Quarter 2025 Administrative Manager's Report, a copy of which is included in the agenda materials. The report showed employer contribution income of $1,682,392, and investment income of $8,774 producing a total income of $1,691,166. Expenses included $55,074 for administration fees, $1,184,535 group dental, $169,644 group vision and miscellaneous expenses of $43,763, producing total expenses of $1,453,016 resulting in a surplus of $238,150. Contributions were made on behalf of 6,011 active participants.

VIII. OTHER FUND BUSINESS

A. Dentegra - Dental Service Provider – Contract Renewal

Ms. Sims reported that Dentegra submitted a two-year renewal proposal effective January 1, 2026 with no rate increase from the current $0.467 per hour worked.

After discussion and on Motion made and seconded, the Trustees voted approval of the following resolution:

> **RESOLVED to approve a two-year contract renewal with Dentegra, from January 1, 2026 through December 31, 2027, with a rate of $0.467 per hour worked.**

B. Fund Auditor Engagement Letter – 2025 Plan Year

Ms. Sims reported that copies of the proposed audit engagement letter for the 2025 Plan Year from Novak|Francella, LLC ("Novak") had been circulated prior to the meeting. A copy of the subject letter is included in the meeting book. Ms. Sims noted that the proposed fee of $20,200 for the Plan Year 2025 and related services represents no increase from the prior year.

On 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 2025 Plan Year, at a fee of $20,200, is approved.**

IX. NEXT MEETING DATES

The Trustees scheduled the following Board of Trustee meetings for 2026, commencing at 10:00AM:

June 10, 2026,

September 23, 2026 and,

December 7, 2026.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on __________, 2026

By: ________________________

Anne-Marie Sims, Associated Administrators, LLC

AMS

(Org. 03-04-2026)