

**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 MARCH 04, 2026**

The following Trustees were present:

UNION TRUSTEES

Paul Schwalb – Chairman (via video conference)
Stephanie Steer Jones
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Satinder Palta (via video conference)
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
Kevin Regan – Regan Associates (for part of the meeting)
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. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Regan reviewed the Fourth Quarter 2025 Utilization Report provided by Regan Associates, Chartered and contained in the meeting booklet. Mr. Regan reported that participants opened 293 new cases in the Fourth Quarter of 2025. 74 immigration cases were opened during this period. The firm's attorneys logged 3,096.00 hours across all of law. Family law cases continued to require the most attorney time, constituting 32.20% of total hours.

Mr. Regan reviewed the 2025 Annual Utilization Report provided by Regan and Associates Chartered. He noted that there were 1,439 cases opened in 2025, and Immigration and Family Law were the leading two areas of law. Mr. Regan reported that participant utilization of Group Legal Services during 2025 was 26%. Mr. Regan noted that the effective hourly rate paid by the Fund decreased from \$184 per hour in 2024 to \$161 per hour in 2025, and because this effective rate is much lower than the average for legal services in the Washington, D.C. Metropolitan area, the Fund saved \$4,055,778.47 in 2025.

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

V. 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 Fund's Collection Counsel.

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 they 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.

VI. 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.

VII. CO-COUNSEL REPORT

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

VIII. ADMINISTRATIVE MANAGER’S REPORT

Fourth Quarter 2025 Administrative Manager’s Report

Ms. Sims presented and reviewed the Fourth Quarter 2025 Administrative Manager’s Report. The report showed employer contribution income of \$625,127, and investment income of \$4,638, producing a total income of \$629,765. Expenses included \$20,928 in administration fees, \$580,437 for Regan & Associates and miscellaneous expenses of \$21,103, producing total expenses of \$622,468, resulting in a surplus of \$7,297. Contributions were made on behalf of 5,983 active participants.

IX. OTHER FUND BUSINESS

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 \$9,600 for the Plan Year 2025 and related services represents a 0% 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 \$9,600, is approved.

X. 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.

XI. 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)