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 APRIL 30, 2025
UNITE HERE Local 25
901 K Street, N.W., Suite 200
Washington, DC

The following Trustees were present:

UNION TRUSTEES

Paul Schwalb - Chairman
Stephanie Steer Jones
Linda Martin

EMPLOYER TRUSTEES

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

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley - Seyfarth Shaw, LLP
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, January 22, 2025

The Trustees reviewed the draft minutes of the January 22, 2025 meeting.

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

RESOLVED that the minutes of the Board meeting held January 22, 2025 are approved as presented.

III. INVOICES

Ms. Sims presented a list of invoices dated April 30, 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 April 30, 2025 are approved for payment.

IV. PAYROLL AUDIT REPORT

Ms. Sims reviewed with the Trustees the Payroll Audit Collections Report dated April 16, 2025, which was included with the meeting materials.

V. CO-COUNSEL REPORT

A. Counsel Rate Increase Request

Mr. Conley requested an increase in his firm's hourly billing rate from $580 to $640/hour effective April 1, 2025. He noted that co-counsel rates have not increased since 2022. Ms. Mayerson requested the same increase for her firm except that associate rates, which are currently $440, would increase to $475/hour. She explained that this proposal reflects a 3% year-over-year increase, which is less than inflation over that same period. The Trustees approved the fee increase.

RESOLVED that the proposed increases in Fund Co-Counsel's hourly rate is approved, effective April 1, 2025.

B. MEKETA - Consultant Services Agreement

Ms. Mayerson reported that, at the last meeting, the Trustees approved retaining Meketa to make recommendations with respect to investment vehicles. She said Meketa submitted a proposal with an annual review fee of $2,500 for Trustee consideration. Co-Counsel stated that they had reviewed the proposed services agreement and it would be circulated for Trustee signatures.

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

> **RESOLVED to retain Meketa to review the Fund's investments and make recommendations for replacement vehicles for an annual fee of $2,500.**

VI. ADMINISTRATIVE MANAGER'S REPORT

Fourth Quarter 2024 Administrative Manager's Report

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

The report showed employer contribution income of $1,599,356, and investment income of ($25,520) producing a total income of $1,573,836. Expenses included $49,170 for administration fees, $1,230,536 group dental, $177,400 group vision and miscellaneous expenses of $26,131, producing total expenses of $1,483,237 resulting in a surplus of $90,599. Contributions were made on behalf of 5,929 active participants.

VII. OTHER FUND BUSINESS

A. Summary Plan Description ("SPD")

Ms. Sims reported that the Summary Plan Description is currently under review by Co-Counsel. At the January 22, 2025 Board of Trustees Meeting the Trustees requested that the Administrative Manager 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. Ms. Sims presented 2 quote options for Trustee consideration; Option 1 $4,984.24 with MS Word, and Option 2, $4,759.24 with In-Design:

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

> **RESOLVED to approve quote Option 2 with In-Design services in the amount of $4,759.24 for the translation of the Welfare Plan Summary Plan Description into Spanish (Central American).**

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the following Board meetings for the remainder of 2025, commencing at 10:00 a.m.: 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.