



**Warehouse Employees Union Local No. 730
and Contributing Companies' Prepaid
Legal Services Fund**

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Telephone: (800) 730-2241
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8400 Corporate Drive, Suite 430
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Agenda

June 2, 2025

9:00 AM

- I. Call to Order
- II. Minutes, Regular Meeting – March 7, 2025
- III. Financial Report – Investment Performance Services
- IV. Counsel Report
- V. Administrative Manager Report
- VI. Invoices
- VII. Other Fund Business
- VIII. Next Meeting Date and Location
- IX. Adjournment



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DRAFT

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
WAREHOUSE EMPLOYEES UNION LOCAL NO. 730
& CONTRIBUTING COMPANIES' PREPAID
LEGAL SERVICES FUND
MARCH 7, 2025
VIA ZOOM**

The following Trustees were present:

UNION TRUSTEES

R. Davis Jr. – Secretary
S. Clark
W. Settles

EMPLOYER TRUSTEES

J. Paradis – Chairman
M. Bull

Also present were:

A. Cochran – Associated Administrators, LLC
R. Grant – Associated Administrators, LLC
B. Saindon – Mooney, Green, Saindon, Murphy & Welch, P.C.
R. Sichel – Investment Performance Services, LLC

I. CALL TO ORDER

A quorum being present, the meeting was called to order.

II. MINUTES

The Trustees reviewed the minutes of the last regular meeting held December 6, 2024.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED that the minutes of the last regular meeting held on December 6, 2024 are approved as presented.

III. FINANCIAL REPORT

A. Custodian Bank – PNC Bank, NA

Ms. Cochran noted a copy of the PNC Summary of Activity report for the period January 1, 2024 through December 31, 2024 is contained in the meeting booklet.

B. Investment Performance Services, LLC (“IPS”)

The Trustees welcomed Mr. Rich Sichel of IPS to the meeting. Mr. Sichel reviewed his firm’s report titled, “Master Consulting Services Report – December 31, 2024” beginning with IPS’ market commentary. He noted the asset allocation as follows: 45.3% in Investment Grade Income, 49.3% in Short Duration High Yield Fixed Income, and 5.4% in cash and equivalents. The Atlanta Capital Management Fund held \$487,522 in investments, and the Chartwell Short Duration High Yield Fund held \$530,899. The PNC Prime Money Market held \$57,917.

The Trustees thanked Mr. Sichel for his report and he was excused from the meeting.

IV. COUNSEL REPORT

Ms. Saindon reviewed the updates to the Delinquency Collection and Payroll Audit policy which was distributed prior to the meeting.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the revised Delinquency Collection and Payroll Audit policy.

V. ADMINISTRATIVE MANAGER’S REPORT

Ms. Cochran presented the Administrative Manager’s Report for the fourth quarter 2024 showing employer contributions of \$26,092, miscellaneous income of \$0 and interest and dividend income of \$11,708, producing a total income of \$37,800 for the quarter. Benefit expenses were \$8,047 and operating expenses were \$9,855, producing a total expense of \$17,902, resulting in a net surplus of \$19,898 for the quarter. Ms. Cochran noted that contributions were made on behalf of 737 participants.

VI. INVOICES

Ms. Cochran presented a list of invoices dated March 7, 2025 for Trustee review. It was noted that there were no additions, deletions or changes to the list.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED that the invoices on the list dated March 7, 2025 are approved for payment as presented.

VII. OTHER FUND BUSINESS

A. Law Office of Steven Sindler, Esq.

Ms. Cochran noted a copy of the report titled “Annual Report- For the Reporting Period January 1, 2024 to December 31, 2024” was provided prior to the meeting. She reviewed the quarterly and total annual utilization for each benefit category, including

the new case count, hours, and charges. There were 44 new cases in the 2024 Plan year with 253.31 attorney hours, resulting in benefit payments totaling \$40,528.80.

B. Legal Utilization

Ms. Cochran reported that the increased hourly maximum for divorce, legal, traffic, and misdemeanor benefits was successfully implemented.

C. Tax Services

Ms. Cochran reported that Mr. Sindler proposed a benefit of 10 hours maximum limited to tax returns and repayment plans. She noted that the 10 hour maximum includes limited IRS related matters such as assisting with repayment plans for back taxes.

The Trustees discussed the matter and agreed to approve a flat fee no greater than \$500 for tax returns and to apply the hourly rate for repayment plan services. The Trustees asked Ms. Cochran to propose the changes to Mr. Sindler and to delegate authority to Chairman and Secretary to approve and execute the new agreement.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to delegate authority to Chairman and Secretary to approve and execute the new agreement which includes a flat fee no greater than \$500 for tax returns and the hourly rate for repayment plan services.

D. Collective Bargaining Agreement (“CBA”) – Canada Dry Potomac Corporation

Ms. Cochran reported the receipt of a newly negotiated Collective Bargaining Agreement between the Union and Canada Dry Potomac Corporation for the period February 27, 2024 through February 26, 2028.

After discussion and review of the CBA by Fund Co-Counsel, the Trustees voted approval of the following resolution:

RESOLVED to accept the CBA between Canada Dry Potomac Corporation and the Union for the period February 27, 2024 through February 26, 2028.

E. Collective Bargaining Agreement (“CBA”) – Washington Food Supply

Ms. Cochran reported the receipt of a newly negotiated Collective Bargaining Agreement between the Union and Washington Food Supply for the period November 1, 2024 through November 2, 2027.

After discussion and review of the CBA by Fund Co-Counsel, the Trustees voted approval of the following resolution:

RESOLVED to accept the CBA between Washington Food Supply and the Union for the period November 1, 2024 through November 2, 2027.

F. Auditor Engagement Letter

Ms. Cochran reported receipt of the auditor engagement letter for the 2024 Plan year, which reflects an annual fee of \$7,600, an increase of 2.7% from the previous year.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

RESOLVED to approve the auditor engagement letter for the 2024 Plan Year with an annual fee of \$7,600.

G. Form 1099NEC

Ms. Cochran reported that Associated mailed the Form 1099NEC to participants on January 31, 2025.

VIII. NEXT MEETING DATE AND LOCATION

After discussion, the Trustees selected June 2, 2025 as their next regular meeting via Zoom.

IX. ADJOURNMENT

There being no additional business to come before the Trustees, the meeting was adjourned.

Respectfully submitted,

Ronald Davis

Secretary

WAREHOUSE LOCAL 730 - PREPAID LEGAL FUND
SUMMARY OF ACTIVITY
JANUARY 01, 2025 to MARCH 31, 2025

	Cash Reserve	Atlanta Capital	Total
Beginning Market Value	\$588,816.35	\$487,522.02	\$1,076,338.37
Receipts	\$24,324.97	-	\$24,324.97
Disbursements	\$21,747.63	-	\$21,747.63
Inter-Account Transfers	\$50,000.00	50,000.00	-
<u>Earnings</u>	<u>\$8,001.29</u>	<u>\$9,280.38</u>	<u>\$17,281.67</u>
Ending Market Value	\$549,394.98	\$546,802.40	\$1,096,197.38

PNC BANK, N.A.

**WAREHOUSE EMPLOYEES UNION
LOCAL NO. 730 AND CONTRIBUTING COMPANIES'
PREPAID LEGAL SERVICES FUND**

FIRST QUARTER 2025

ADMINISTRATIVE MANAGER'S REPORT

FIRST QUARTER 2025 CONTRIBUTIONS

EMPLOYER	RATE	HOURS	PARTICIPANTS	CONTRIBUTIONS
CANADA DRY	\$0.07	119,739.42	242	\$ 8,382
CANTEEN VENDING	\$0.07	53,309.45	114	\$ 3,732
EIGHT O'CLOCK COFFEE	\$0.07	28,879.25	68	\$ 2,022
GIANT 922	\$0.07	8,760.00	18	\$ 613
GIANT RECYCLING	\$0.07	14,520.00	28	\$ 1,016
GIANT WAREHOUSE	\$0.07	116,919.30	216	\$ 8,184
QUALITY CUSTOM DISTRIBUTION	\$0.07	17,837.15	51	\$ 1,249
WASHINGTON FOOD	\$0.07	1,165.00	3	\$ 82

TOTAL		361,129.57	740	\$ 25,280
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AVERAGE HOURLY INCOME	\$0.07
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FIRST QUARTER 2025 EXPENSES
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BENEFIT EXPENSES	AMOUNT	AVG. HRLY. COST	PERCENTAGE
STEVEN M. SINDLER	\$ 10,657	\$ 0.030	48.68%
SUBTOTAL	\$ 10,657	\$ 0.030	48.68%

OPERATING EXPENSES	AMOUNT	AVG. HRLY. COST	PERCENTAGE
ADMINISTRATION	\$ 5,082	\$ 0.014	23.21%
MISCELLANEOUS	\$ 6,153	\$ 0.017	28.11%
SUBTOTAL	\$ 11,235	\$ 0.031	51.32%

TOTAL EXPENSES	\$ 21,892	\$ 0.061	100.00%
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MISCELLANEOUS
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MISCELLANEOUS EXPENSES	AMOUNT	AVG. HRLY. COST	PERCENTAGE
ACCOUNTING	\$ 4,000	\$ 0.011	18.27%
ATLANTA CAPITAL MNGMT FEE	\$ 182	\$ 0.001	0.83%
INVESTMENT PERFORMANCE SERVICES	\$ 875	\$ 0.002	4.00%
LEGAL	\$ 1,283	\$ 0.004	5.86%
PNC INVESTMENT MGMT FEE	\$ (187)	\$ (0.001)	-0.85%

TOTAL	\$ 6,153	\$ 0.017	28.11%
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2025 QUARTERLY RECAP
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	FIRST 2025	SECOND 2025	THIRD 2025	FOURTH 2025	TOTAL
CONTRIBUTIONS	\$ 25,280	\$ -	\$ -	\$ -	\$ 25,280
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST & DIVIDENDS	\$ 12,292	\$ -	\$ -	\$ -	\$ 12,292
TOTAL INCOME	\$ 37,572	\$ -	\$ -	\$ -	\$ 37,572

BENEFIT EXPENSES					
PROVIDER	\$ 10,657	\$ -	\$ -	\$ -	\$ 10,657
SUBTOTAL	\$ 10,657	\$ -	\$ -	\$ -	\$ 10,657

OPERATING EXPENSES					
ADMINISTRATION	\$ 5,082	\$ -	\$ -	\$ -	\$ 5,082
MISCELLANEOUS	\$ 6,153	\$ -	\$ -	\$ -	\$ 6,153
SUBTOTAL	\$ 11,235	\$ -	\$ -	\$ -	\$ 11,235

TOTAL EXPENSES	\$ 21,892	\$ -	\$ -	\$ -	\$ 21,892
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TOTAL INCOME	\$ 37,572	\$ -	\$ -	\$ -	\$ 37,572
TOTAL EXPENSES	\$ 21,892	\$ -	\$ -	\$ -	\$ 21,892
SURPLUS (DEFICIT)	\$ 15,680	\$ -	\$ -	\$ -	\$ 15,680

AVERAGE HOURLY INCOME	\$ 0.10	\$ -	\$ -	\$ -	\$ 0.10
AVERAGE HOURLY EXPENSES	\$ 0.06	\$ -	\$ -	\$ -	\$ 0.06
SURPLUS (DEFICIT)	\$ 0.04	\$ -	\$ -	\$ -	\$ 0.04

NUMBER OF PARTICIPANTS	740	0	0	0	740
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**2024
QUARTERLY RECAP**

	FIRST 2024	SECOND 2024	THIRD 2024	FOURTH 2024	TOTAL
CONTRIBUTIONS	\$ 26,285	\$ 26,278	\$ 26,160	\$ 26,092	\$ 104,815
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST & DIVIDENDS	\$ 8,921	\$ 10,310	\$ 13,114	\$ 11,708	\$ 44,053
TOTAL INCOME	\$ 35,206	\$ 36,588	\$ 39,274	\$ 37,800	\$ 148,868

BENEFIT EXPENSES					
PROVIDER	\$ 6,832	\$ 11,339	\$ 14,312	\$ 8,047	\$ 40,530
SUBTOTAL	\$ 6,832	\$ 11,339	\$ 14,312	\$ 8,047	\$ 40,530

OPERATING EXPENSES					
ADMINISTRATION	\$ 4,887	\$ 4,850	\$ 4,919	\$ 4,866	\$ 19,522
MISCELLANEOUS	\$ 6,008	\$ 9,091	\$ 6,997	\$ 4,989	\$ 27,085
SUBTOTAL	\$ 10,895	\$ 13,941	\$ 11,916	\$ 9,855	\$ 46,607

TOTAL EXPENSES	\$ 17,727	\$ 25,280	\$ 26,228	\$ 17,902	\$ 87,137
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TOTAL INCOME	\$ 35,206	\$ 36,588	\$ 39,274	\$ 37,800	\$ 148,868
TOTAL EXPENSES	\$ 17,727	\$ 25,280	\$ 26,228	\$ 17,902	\$ 87,137
SURPLUS (DEFICIT)	\$ 17,479	\$ 11,308	\$ 13,046	\$ 19,898	\$ 61,731

AVERAGE HOURLY INCOME	\$ 0.09	\$ 0.10	\$ 0.11	\$ 0.10	\$ 0.10
AVERAGE HOURLY EXPENSES	\$ 0.05	\$ 0.07	\$ 0.07	\$ 0.05	\$ 0.06
SURPLUS (DEFICIT)	\$ 0.04	\$ 0.03	\$ 0.04	\$ 0.05	\$ 0.04

NUMBER OF PARTICIPANTS	740	734	746	737	739
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FIRST QUARTER 2025 CONTRACT INFORMATION
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COMPANY	CURRENT RATE	RATE EFF. DATE	CBA EXPIRATION
CANADA DRY	\$0.07	02-27-15	02-26-28
CANTEEN VENDING	\$0.07	10-13-17	10-12-26
EIGHT O'CLOCK COFFEE	\$0.07	10-01-04	07-17-27
GIANT 922	\$0.07	04-28-11	06-20-26
GIANT RECYCLING	\$0.07	08-01-04	06-20-26
GIANT WAREHOUSE	\$0.07	05-30-04	05-15-27
QUALITY CUSTOM DISTRIBUTION	\$0.07	07-28-16	07-28-25
WASHINGTON FOOD	\$0.07	11-01-06	11-02-27

FIRST QUARTER 2025 UTILIZATION

STEVEN M. SINDLER

CATEGORY	TYPE	NEW CASES	ATTORNEY HOURS	PARALEGAL HOURS	HOURLY RATE	TOTAL CHARGES
01	ADVISE AND CONSULTATION	3	3.75	0.00	\$ 160	\$ 600
02	WILL	0	3.91	0.00	\$ 160	\$ 626
03	FAMILY	1	1.10	0.00	\$ 160	\$ 176
04	REAL ESTATE	0	0.00	0.00	\$ 160	\$ 0
05	TRAFFIC	1	9.17	0.00	\$ 160	\$ 1,467
06	CRIMINAL	1	12.91	0.00	\$ 160	\$ 2,066
07	JUVENILE	0	0.00	0.00	\$ 160	\$ 0
08	PROBATE/ESTATE	0	0.00	0.00	\$ 160	\$ 0
09	CIVIL PROCEEDINGS	4	35.76	0.00	\$ 160	\$ 5,722

TOTALS		10	66.60	0.00		\$10,657
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ALL HOURS
ADJUSTED HOURS
COST PER HOUR

66.60
66.60
\$160

LEGAL
DELINQUENCY REPORT
As of March 31, 2025

NONE

Warehouse Employees Union Local No. 730
and Contributing Companies' Prepaid Legal Services Fund

INVOICES

June 2, 2025

Atlanta Capital Management Co., LLC

5/5/2025	Fee for investment services rendered through March 31, 2025	\$ 189.00
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Associated Administrators, LLC

4/10/2025	Mailing Summary of Material Modifications	\$ 639.20
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Investment Performance Services, LLC

3/17/2025	Fee for professional services rendered through March 31, 2025	\$ 875.00
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Mooney, Green, Saindon, Murphy & Welch, P.C.

4/23/2025	Fee for professional services rendered through February 28, 2025 B. Saindon, Rate: \$475.00 per hour	\$ 807.50
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5/22/2025	Fee for professional services rendered through March 31, 2025 B. Saindon, Rate: \$475.00 per hour	\$ 997.50
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Segal Consulting

5/30/2025	Fee for Cyber Liability Insurance Policy through May 20, 2026	\$ 1,947.00
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Summary of Material Modifications – Changes in Your Plan

April 2025

This Insert is a Summary of Material Modifications (“SMMs”) to the Warehouse Employees Union Local No. 730 & Contributing Companies’ Prepaid Legal Services Fund Summary Plan Description (“SPD”) booklet. Please keep this Insert with your booklet so you will have it when you need to refer to it. If there is any discrepancy between these SMMs and the SPD or other Plan documents, as amended, the SPD and other Plan documents will control.

- **Effective January 1, 2025 – Increase in Hours for Certain Benefits.** The Board of Trustees of the Warehouse Employees Union Local No. 730 and Contributing Companies’ Prepaid Legal Services Fund approved an increase in the maximum number of hours of covered legal services per calendar year for the following three categories:
 1. **Divorce/Separation:** Increased from 15 to 20 hours.
 2. **Traffic:** Increased from 10 to 15 hours.
 3. **Misdemeanor:** Increased from 10 to 15 hours.
 4. **Civil Proceeding:** Increased from 15 to 20 hours.

In addition to the increased hours, the Board of Trustees also approved a tax preparation benefit. The benefit is for the preparation of personal taxes and includes limited IRS related matters such as assisting with repayment plans for back taxes. Participants are eligible to receive tax preparation services through an accountant in the office of Steven M. Sindler, the attorney with whom the Board has contracted to provide legal services, at the hourly fee of \$160.00 per hour up to a maximum of \$800.00. The same eligibility restrictions apply as the other benefit categories.

**** Note:** The above increases do not change the eligibility restrictions for the applicable benefit set forth in the SPD or other Plan documents. Other than the increased maximum number of hours, all other terms and conditions remain the same.

- **Board of Trustees** – The most current Board of Trustees are shown below. Please make this change on page 3 of your SPD booklet.

Union Trustees

Roland Davis Jr., Secretary
Teamsters Local 639
3100 Ames Place, NE
Washington, DC 20018

Scott Clark
Teamsters Local 639
3100 Ames Place, NE
Washington, DC 20018

Wayne Settles
Teamsters Local 639
3100 Ames Place, NE
Washington, DC 20018

Employer Trustees

Jason Paradis, Chairman
Twin Circles Consulting LLC
c/o Fund Office
911 Ridgebrook Road
Sparks, MD 21152

Michael Bull
c/o Fund Office
911 Ridgebrook Road
Sparks, MD 21152

Mohamed Kamara
Eight O’Clock Coffee
3300 Pennsy Drive
Landover, MD 20785

Michael Goble, Alternate
Giant Food, LLC
8301 Professional Place
Landover, MD 20785