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

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Telephone: (800) 730-2241
www.associated-admin.com

8400 Corporate Drive, Suite 430
Landover, Maryland 20785-6102
Telephone: (800) 730-2241
www.associated-admin.com

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 13, 2024

VIA ZOOM

The following Trustees were present:

UNION TRUSTEES
F. Myers – Secretary
S. Clark

EMPLOYER TRUSTEES
J. Paradis – Chairman
M. Bull
M. Goble – Alternate

Also present were:

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

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 1, 2023.

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 1, 2023 are approved as presented.**

III. FINANCIAL REPORT

The Trustees welcomed Ms. Jennifer Mink of IPS to the meeting. Ms. Mink reviewed her firm's report titled, "Master Consulting Services Report – December 31, 2023" beginning with IPS' market commentary. She noted the asset allocation as follows: 46.50% in Investment Grade Income, 50.00% in Short Duration High Yield Fixed Income, and 3.50% in cash and equivalents. The Atlanta Capital Management Fund held $466,819 in investments, and the Chartwell Short Duration High Yield Fund held $501,899. The PNC Prime Money Market held $34,972.

The Trustees thanked Ms. Mink for her report and she was excused from the meeting.

IV. COUNSEL REPORT

Ms. Beth Saindon said there were no legal matters pending before the Board of the Trustees at this time.

V. ADMINISTRATIVE MANAGER'S REPORT

Ms. Cochran presented the Administrative Manager's Report for the fourth quarter 2023 showing employer contributions of $25,733, miscellaneous income of $0 and interest and dividend income of $10,410, producing a total income of $36,143 for the quarter. Benefit expenses were $11,069 and operating expenses were $9,174, producing a total expense of $20,243, resulting in a net surplus of $15,900 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 13, 2024 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 13, 2024 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, 2023 to December 31, 2023" 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 51 new cases in the 2023 Plan year with 206.18 attorney hours, resulting in benefit payments totaling $28,865.20.

B. Cybersecurity Report

Ms. Cochran reported that the revised cybersecurity report titled "Vendor Due Diligence Assessment" was received from PFK O'Connor Davies. She noted according to the report, 6 vendors were assessed with high maturity, meaning it meets all the security requirements specified by the DOL, and 1 vendor with satisfactory maturity.

Ms. Cochran noted the Cybersecurity Questionnaire. She said that the questionnaire will be sent to new providers and current providers that do not meet the high maturity level of cybersecurity.

C. <u>Auditor Engagement Letter</u>

Ms. Cochran reported receipt of the auditor engagement letter for the 2023 Plan year, which reflects an annual fee of $7,400, an increase of 5% 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 2023 Plan Year with an annual fee of $7,400.**

D. <u>Auditor Quality of Audit Work Memorandum</u>

Ms. Cochran noted the Quality of Audit Work Memorandum from the auditor Novak Francella LLC which was provided prior to the meeting.

E. <u>Collective Bargaining Agreement ("CBA") – Canteen Vending Services</u>

Ms. Cochran reported the new CBA for Canteen Vending Services was received for period October 13, 2022 through October 12, 2026 with no change in the contribution rate.

> **RESOLVED to accept the CBA between Canteen Vending Services and Local 730 affiliated with the International Brotherhood of Teamsters for period October 13, 2022 through October 12, 2026.**

F. <u>Fidelity Bond Enhanced Coverage – INTERIM ACTION</u>

Ms. Cochran noted interim action regarding the current Fidelity Bond policy. The Trustees approved Segal's recommendation to approve enhanced coverage, which extends coverage to losses caused by outside parties who handle plan assets including forgery, funds transfer fraud and Social Engineering Fraud. She noted the coverage was effective January 8, 2024 through July 11, 2026 for an additional premium of $1,320.

G. <u>Form 1099NEC</u>

Ms. Cochran reported that Associated mailed the Form 1099NEC to participants on January 26, 2024.

VIII. NEXT MEETING DATE AND LOCATION

After discussion, the Trustees selected June 27, 2024 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,

Frank Myers
Secretary