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
JUNE 6, 2022
VIA TELECONFERENCE**

The following Trustees were present:

UNION TRUSTEES
T. Richardson – Chairman
J. Venable

EMPLOYER TRUSTEES
M. Bull – Secretary
J. Paradis
H. Sebhat
M. Goble – Alternate

Also present were:

A. Cochran – Associated Administrators, LLC
M. DeLancey – Blank Rome LLP
R. Grant – Associated Administrators, LLC
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 March 14, 2022.

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 March 14, 2022 are approved as presented.**

III. FINANCIAL REPORT

The Trustees welcomed Mr. Rich Sichel of IPS to the meeting.

Mr. Sichel reviewed his report titled, "Investment Performance Analysis – March 31, 2022" beginning with IPS' market commentary. Mr. Sichel noted the asset allocation as follows: 42.90% in Investment Grade Income, 50.20% in Short Duration High Yield Fixed Income, and 6.90% in cash and equivalents. The Atlanta Capital Management Fund held $400,701 in investments, and the Chartwell Short Duration High Yield Fund held $469,137. The PNC Prime Money Market held $64,183.

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

IV. COUNSEL REPORT

Mr. DeLancey said there were no legal matters pending before the Board of Trustees at this time.

V. ADMINISTRATIVE MANAGER'S REPORT

Ms. Cochran presented the Administrative Manager's Report for the first quarter 2022. Such report showed employer contributions of $22,668, miscellaneous income of $0 and interest and dividend income of $5,018, producing a total income of $27,686 for the quarter. Benefit expenses were $5,817 and operating expenses were $6,908, producing a total expense of $12,725, resulting in a net surplus of $14,961 for the quarter. Ms. Cochran noted that contributions were made on behalf of 659 participants.

VI. INVOICES

Ms. Cochran presented a list of invoices dated June 6, 2022 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 June 6, 2022 are approved for payment as presented.**

VII. OTHER FUND BUSINESS

A. Memorandum of Agreement ("MOA") – Canada Dry Potomac Corporation

Ms. Cochran reported the receipt of the Memorandum of Agreement between the Union and Canada Dry Potomac Corporation for the period February 27, 2020 through February 26, 2024.

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

> **RESOLVED to accept the MOA between Canada Dry Potomac Corporation and the Union for the period February 27, 2020 through February 26, 2024.**

B. Memorandum of Agreement ("MOA") – Giant Local 922

Ms. Cochran reported the receipt of the Memorandum of Agreement between the Union and Giant Local 922 for the period June 26, 2022 through June 20, 2026.

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

> **RESOLVED to accept the MOA between Giant Local 922 and the Union for the period June 26, 2022 through June 20, 2026.**

C. Cyber Liability Policy

Ms. Cochran noted interim action regarding the renewal of the Cyber Liability policy for the period May 20, 2022 through May 20, 2023 with Markel, through the broker NFP Property & Casualty Service, Inc. She said that the annual premium increased by $3,429.90. She said the renewal was approved by Chairman and Secretary in an electronic poll conducted in May 2022.

D. Fiduciary Liability Policy

Ms. Cochran reported the Fiduciary Liability policy expires July 26, 2022 and that proposals with be distributed to the Trustees once available.

E. 2021 Annual Audit

Ms. Cochran reported that Novak Francella performed fieldwork for the audit in the Administrative Manager's office the week of May 23, 2022. Due to the timing of the fieldwork, draft financials are not yet available. She said the auditor expected to file the Form 990 and Form 5500 on time, however would like to request approval to file for extensions in case of an unforeseen delay.

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

RESOLVED to approve Novak Francella to file an extension for the Form 990 and Form 5500.

F. Payroll Audit Status – Warehouse Local 730 Union

Ms. Cochran reported that the audit for the period January 1, 2019 through December 31, 2021 was completed with no exceptions noted.

VIII. NEXT MEETING DATE AND LOCATION

After discussion, the Trustees selected September 23, 2022 as their next regular meeting via conference call.

IX. ADJOURNMENT

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

Respectfully submitted,

Michael Bull

Secretary