Carpenters Local No. 491
Training Fund

Board of Trustees Meeting

March 17, 2021

CARPENTERS LOCAL NO. 491 TRAINING FUND
AGENDA
MARCH 17, 2021

A. ROLL CALL

B. MINUTES OF THE DECEMBER 16, 2020 BOARD MEETING

C. ADMINISTRATIVE REPORTS

1. Statement of Changes In Fund Balance (Oct - Dec, 2020)
2. Bills to be Approved and Paid (March 17, 2021)

D. UNFINISHED BUSINESS

1. Delinquent Employer Listing
2. Positive ID (BuildTask) Request
3. Payroll Audits

E. NEW BUSINESS

1. Conflict of Interest and Gift Policies Form for 2021
2. Questions
3. Date of Next Meeting - June 16, 2021

CARPENTERS LOCAL NO. 491
TRAINING FUND

REGULAR MEETING OF THE BOARD OF TRUSTEES

December 16, 2020

MINUTES

A regular meeting of the Trustees of the Carpenters Local No. 491 Training Fund was held at 9:00 a.m. on December 16, 2020, via telephone conference call. Present on the call were the following Trustees:

UNION TRUSTEES	EMPLOYER TRUSTEES
Sandy Forstner	Mike Goodwin was absent
Bill Sproule	Scott Staub
Robert Tarby	Todd Weitzman

Also present on the call were Albert Kroll, Esq., Counsel for the Union; David J. Jensen, Dawn Welch, and Kathy Phillips, Administrative Manager; Ira Marc Miller, CPA; Pete Tonia; and Steven I. Batoff, Attorney.

The following matters were discussed with the indicated action taken:

1. The minutes of the meeting of December 16, 2020, were approved as read after a motion was made by Mr. Tarby and seconded by Ms. Forstner.

2. The Administrative Manager reviewed with the Trustees the Administrative Manager's report for the nine months ending September 30, 2020. The Fund balance as of September 30, 2020, was $18,202.96. Upon motion duly made by Mr. Tarby and seconded by Mr. Weitzman, the Administrative Manager's report was unanimously approved by the Trustees.

3. The Administrative Manager then reviewed with the Trustees the bills to be paid, as listed in an attachment to these minutes. Upon motion duly made by Mr. Tarby and seconded by Mr. Weitzman, the Trustees unanimously approved payment of the aforementioned checks.

4. The following Delinquent Contractor Listing was reviewed by the Trustees and the Administrative Manager:

   NONE

5. Mr. Tonia and Mr. Miller then reviewed with the Trustees an update as to the payroll audits. Mr. Miller reviewed the status of the payroll audits for Blair, Inc., Exhibit Edge, and Atlantic Skyline. Mr. Miller reported that he was having some problems with the payroll audit of Blair, Inc. The Trustees requested that Mr. Batoff send a demand letter to Blair, Inc.

6. Mr. Batoff reported that he had still not yet received an executed copy of the first amendment to the settlement agreement with Buildtask. Mr. .Tarby states that he was informed that Buildtask has been making contributions to the Fund as required under the settlement agreement.

7. Mr. Batoff then reviewed with the Trustees the amendment to the trust agreement and the amended delinquency policy regarding the option of the Trustees to seek arbitration in various matters. The Trustees, upon motion by Ms. Forstner and seconded by Mr. Weitzman, unanimously agreed to adopt the amendment to the trust agreement and the amended delinquency policy.

8. Mr. Jensen reviewed with the Trustees the cyber liability insurance policy renewal. Upon motion duly made by Mr. Staub and seconded by Mr. Tarby, the Trustees unanimously agreed to the renewal.

9. Ira Marc Miller, CPA, of Ira Marc Miller & Co., PA, then reviewed the audit for the year ended December 31, 2019. Mr. Miller reported that his firm had issued a "clean opinion." He reviewed the statements of net assets available for benefits and the statements of changes in net assets available for benefits. He then reviewed in detail the notes to the financial statements, especially note F – date of management's review of subsequent events. Upon motion duly made by Mr. Tarby and seconded by Ms. Forstner, the Trustees unanimously approved Mr. Miller's report.

There being no further business, the meeting was thereupon adjourned at 9:36 a.m. with the next meeting scheduled for March 17, 2021, at 9:00 a.m.

Respectfully submitted,

Steven I. Batoff
Secretary of the Meeting

CARPENTERS LOCAL NO. 491 TRAINING FUND
STATEMENT OF CHANGE IN FUND BALANCE - CASH BASIS
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

	October	November	December	Year To Date
Additions				
Employer Contributions - Baltimore	$ 667.42	$ 573.67	$ 268.00	$ 25,987.46
Employer Contributions - Washington	1,176.00	1,079.75	724.75	69,484.35
Interest Income - Checking	-	-	-	-
Total Additions	1,843.42	1,653.42	992.75	95,471.81
Deductions				
Administration	1,750.00	-	-	5,778.00
Advertising	-	-	-	-
Audit Fees	500.00	1,000.00	-	3,000.00
Payroll Audit	-	-	-	7,265.68
Committee Meeting Expenses	-	-	-	-
Conference	-	-	-	-
Drug Testing	-	-	-	-
Fidelity Bond	-	-	-	500.00
Fiduciary Liability Insurance	-	-	-	336.06
Cyber Liability Insurance	-	75.19	-	75.19
Legal Fees	1,622.10	737.95	517.50	19,693.40
Settlement	-	-	-	-
Office Expenses	-	-	-	-
Dues	-	-	-	-
Petty Cash	-	-	-	-
Postage	-	-	-	-
Printing	-	0.93	-	6.35
School Supplies	-	-	-	-
Training Class Expense	-	-	-	-
Trainee Committee Fees	-	-	-	-
Transfer to JCAE	-	-	475.25	66,161.64
Transfer to BCJAC	-	-	-	-
Bank Service Charges	-	91.54	76.88	168.42
Total Deductions	3,872.10	1,905.61	1,069.63	102,984.74
Net Increase (Decrease)	$ (2,028.68)	$ (252.19)	$ (76.88)	$ (7,512.93)
Fund Balance - December 31, 2019				23,358.14
Fund Balance - December 31, 2020				$ 15,845.21

Statement of Fund Balance - Cost Basis	
Cash - Bank of America - Operating	$ 15,845.21
Due to Benefit Fund	-
Due To JCAC	-
	$ 15,845.21

CARPENTERS LOCAL NO. 491 TRAINING FUND
BILLS TO BE APPROVED AND PAID
OPERATING ACCOUNT
March 17, 2021

Payee/Purpose	Period	Check #	Amount
1. Batoff Associates, P.A.			
Legal Fees	11/20	1319	517.50
2. Joint Carpentry Apprenticeship Committee			
Contributions	12/20	1320	475.25
3. Associated Administrators, LLC			
1st Quarter Administration Fee	1/21 - 3/21	1321	1,750.00
4. Batoff Associates, P.A.			
Legal Fees	12/20	1322	1,727.70
5. Schoenfeld Insurance Associates			
Crime Policy Premium	12/20 - 12/21	1323	500.00
6. Batoff Associates, P.A.			
Legal Fees	1/21	1324	345.00
7. Void			
		1325	-
8. Ira Marc Miller & Company, P.A.			
Payroll Audit - Exhibit Edge		1326	437.50
			$ 5,752.95

CARPENTERS DELINQUENCY LIST
AS OF
MARCH 12, 2021

1) If Local has "X" in a block, please indicate "Worked" or "No Men"
2) Please fax updates to Ramona at 410-683-7794

	See Instructions Above			
EMP #	**Balt.**	**Wash.**	**COMPANY NAME**	**WORK MONTHS DELINQ.**

Positive ID

3334 West Penn Street Philadelphia PA 19129 | 215-510-3773 | Jeffh@positiveid-bt.com

09MAR2021

Steven I. Batoff

Batoff Associates, P.A.

Suite 1510 36 South Charles Street Baltimore MD 21201

Re: Failure to pay

Dear Mr. Batoff:

This letter is in response to your certified letter dated on 17FEB2021. Our industry has been closed for business since 10MAR2020 due to the global pandemic and the resulting action of our government to freeze large scale gatherings to slow the spread of the COVID19 Virus. The Convention and Trade Show Industry has been completely shut down for a year, and our financial situation has dwindled. It is my intent to pay the amount off as quickly as possible.

Chris Miller reached out Local 491 and made known our financial issues in 2020. I was not part of the conversations and feel I cannot speak to the arrangements he made specifically.

The purpose I am writing this letter is to ask for help from UBC&J of America Local 491 in making a change to our "Plans." I would like to request that our total debt be divided to the current owners of Positive ID, ½ the responsibility of Jeff Haefner and ½ the responsibility of Chris Miller. I, Jeff Haefner would like to start payments on 7-15-2021 if we are back to work in our venues. If we are not back to work, I would like a chance to ask for an opportunity to contact you and Local 491 again by 01JULY2021 to discuss the "Plans." I Jeff Haefner, 50% owner of Positive I&D, am personally responsible for 50% of the benefits owed to the 491 Carpenters Funds.

I am asking that the trustees consider forbearance of the payments that were or are due from June 2020 through June 2021 without interest or penalties. I will resume monthly payments in July 2021 for a period of 4 years. I will also make a $10,000 dollar payment in good faith on the day I execute the amended payment plan.

I apologize for my part in this debacle that I find myself in and look forward to the day I have resolved this. If there are in questions of me, please do not hesitate to contact me via phone or email.

Regards,

Jeffrey T. Haefner