

**United Food and Commercial Workers Unions
And Contributing Employers
Legal Benefits Fund**

911 Ridgebrook Road
Sparks, MD 21152-9451
Telephone: (410) 683-6500
Toll Free: (866) 662-2537
www.associated-admin.com

8400 Corporate Drive, Suite 430
Landover, MD 20785-2361
Telephone: (301) 459-3020
Toll Free: (866) 662-2537
www.associated-admin.com

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES OF THE
UFCW UNIONS AND CONTRIBUTING EMPLOYERS
LEGAL BENEFITS FUND
VIA VIDEO CONFERENCE
SEPTEMBER 25, 2025
(DRAFT)**

The following Trustees were present:

UNION TRUSTEES

B. McKiver
T. Hipkins

EMPLOYER TRUSTEES

W. Seehafer - Chairperson
M. Lucki

Also present were:

B. Antoshak - Associated Administrators, LLC
M. Buckberg – Withum
J. Chorpenning – UFCW Local 27
A. Dietrich - Slevin & Hart, P.C.
M. Federici – UFCW Local 400
J. Herron - Associated Administrators, LLC
C. Hoffman – UFCW Local 400
M. Keadle - Withum
C. Murphy - Associated Administrators, LLC
S. Sanchez - Slevin & Hart, P.C.
A-M. Sims - Associated Administrators, LLC
M. Wilson – UFCW Local 400

I. CALL TO ORDER

A quorum being present, Chairman Seehafer called the meeting to order.

II. MINUTES

The Trustees reviewed the minutes of the last regular meeting held on June 25, 2025, which were previously circulated and,

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

RESOLVED, that the minutes of the regular meeting held on June 25, 2025, are approved as presented.

III. FINANCIAL REPORT

A. PNC Bank

Mr. Herron reviewed the financial report. The report indicated a market value of \$21,122 as of January 1, 2025. As of August 31, 2025, the balance was \$20,167.

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

RESOLVED, to approve the financial report as submitted.

B. AUDITOR'S REPORT

The Trustees welcomed Mr. Mark Buckberg and Mr. Matt Keadle from Withum to the meeting.

Financial Statement Year End 2024

Mr. Keadle presented the Financial Statements for the period ending December 31, 2024. He stated that Withum issued an unmodified opinion on the financial statements, confirming that they conform to generally accepted accounting principles.

Mr. Keadle reported that assets as of December 31, 2024, totaled \$41,020, and liabilities amounted to \$23,401, resulting in net assets available for benefits of \$17,619. Mr. Buckberg reviewed the Notes to Financial Statements, the Schedule of Assets Held for Investment Purposes, the Employer Contributions Schedule, and the Administrative Expenses Schedule.

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

RESOLVED, to delegate to Chair and Secretary the authority to approve and sign the final Form 5500.

IV. ATTORNEYS' REPORT

A. Cybersecurity Update

Ms. Sanchez reported on the cybersecurity addenda and questionnaires.

B. 2024 Financial Statement Draft Review

Ms. Sanchez reported on the 2024 proposed audited financial statements.

V. ADMINISTRATIVE MANAGER'S REPORT

A. Second Quarter 2025

Mr. Herron reviewed the Administrative Manager's report for the Second Quarter of 2025, which was previously circulated. The report showed income of \$56,134 and expenses of \$64,859, resulting in a deficit of \$8,725 for the quarter. Mr. Herron also noted that contributions were made on behalf of 760 Plan participants during the quarter.

Mr. Herron reported that there were no delinquencies for the second quarter of 2025.

B. Invoices

Mr. Herron presented a list of invoices dated September 25, 2025. He noted 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 September 25, 2025, are approved for payment.

VI. 2025 MEETING DATES

The next regular Board meeting is scheduled for December 17, 2025, via Zoom.

VII. ADJOURNMENT

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

Respectfully Submitted,

Tom Hipkins, Secretary