

**United Food and Commercial Workers
and Food Employers Labor Relations Association
Legal Benefits Fund**

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Telephone: (410) 683-6500
(800) 638-2972
www.associated-admin.com

8400 Corporate Drive, Suite 430
Landover, Maryland 20785-2361
Telephone: (301) 459-3020
(800) 638-2972
www.associated-admin.com

A G E N D A

September 25, 2025

- I. CALL TO ORDER**
- II. MINUTES - REGULAR MEETING – June 25, 2025 (Pg. 1-4)**
- III. FINANCIAL REPORT**
 - A. Withum - Auditor's Report**
 - B. PNC Report (Pg. 5)**
- IV. ATTORNEY'S REPORT**
- V. ADMINISTRATIVE MANAGER'S REPORT- (2Q2025) (Pg. 6-12)**
- VI. INVOICES (Pg. 13)**
- VII. OTHER FUND BUSINESS**
 - A. Miscellaneous Correspondence**
- VIII. MEETING DATE & LOCATION – December 17, 2025**
- IX. ADJOURNMENT**

MINUTES

**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
JUNE 25, 2025
(DRAFT)**

The following Trustees were present:

UNION TRUSTEES

B. McKiver
T. Hipkins

EMPLOYER TRUSTEES

W. Seehafer - Chairperson
M. Lucki

Also present were:

M. Akman – Akman & Associates
J. Herron - Associated Administrators, LLC
J. Ianniello - Associated Administrators, LLC
C. Murphy - Associated Administrators, LLC
S. Sanchez - Slevin & Hart, P.C.
A-M. Sims - Associated Administrators, LLC

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 March 19, 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 March 19, 2025, are approved as presented.

III. **FINANCIAL REPORT**

A. **PNC Bank**

Mr. Ianniello reviewed the financial report. The report indicated a market value of \$21,122 as of January 1, 2025. As of May 30, 2025, the balance was \$3,688.

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

RESOLVED, to approve the financial report as submitted.

IV. **LEGAL PROVIDER REPORT**

The Trustees welcome Mr. Matt Akman of Akman & Associates to the meeting.

A. **2024 Annual Report**

Mr. Akman reviewed the UFCW Unions and Contributing Employers Legal Benefits Fund Annual Report prepared by Akman & Associates for the period January 1, 2024, through December 31, 2024. Mr. Akman noted that 251 cases were opened during the period, generating 1,113.25 attorney hours and 791.45 paralegal hours. Consumer law was the category with the highest number of cases opened, followed by family law.

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

V. **ATTORNEYS' REPORT**

A. **Cybersecurity**

Ms. Sanchez reported on the cybersecurity provider addenda and questionnaires.

B. **Akman & Associated Administrators Contracts**

Ms. Sanchez reported on the contract amendments between the Fund and Akman & Associates, and between the Fund and Associated Administrators.

C. **Fiduciary Liability Policy Renewal Review**

Ms. Sanchez reported on the Fund's fiduciary insurance renewal policy.

VI. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2025

Mr. Ianniello reviewed the Administrative Manager's report for the First Quarter 2025, which was previously circulated. The report indicated income of \$57,316 and expenses of \$55,236, resulting in a surplus of \$2,080 for the quarter. Mr. Ianniello noted that contributions were made on behalf of 777 Plan participants for the quarter.

Mr. Ianniello reported that there were no delinquencies for the first quarter of 2025.

B. Invoices

Mr. Ianniello presented a list of invoices dated June 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 June 25, 2025, are approved for payment.

VII. OTHER FUND BUSINESS

A. Cyber Security Invoice update

Mr. Ianniello reported that the Fund Office had received an invoice from Segal for the cyber security project, but it was incorrect. Mr. Ianniello reported that he discussed this with Segal and received a corrected invoice, and the Fund Office will send payment to Segal.

VIII. 2025 MEETING DATES

The next regular Board meeting is scheduled via Zoom on September 25, 2025.

IX. ADJOURNMENT

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

Respectfully Submitted,

Tom Hipkins, Secretary

FINANCIAL REPORTS

UFCW & Contributing Employers Legal Benefits Fund
SUMMARY OF ACTIVITY
JANUARY 01, 2025 to AUGUST 31, 2025

<u>Item</u>	<u>Amount</u>
Market Value 01/01/2025	\$21,122
Earnings	\$227
Receipts	\$150,273
Disbursements	(\$151,455)
Market Value 8/31/2025	\$20,167

PNC BANK

ADMINISTRATIVE MANAGER'S REPORT

***UFCW UNIONS AND CONTRIBUTING
EMPLOYERS LEGAL BENEFITS FUND
SECOND QUARTER 2025***

ADMINISTRATIVE MANAGER'S REPORT

SECOND QUARTER 2025 EXPENSES

PROVIDER

	<u>AMOUNT</u>		<u>AVERAGE MONTHLY COST</u>		<u>PERCENTAGE</u>
AKMAN & ASSOCIATES	\$47,775		\$20.954		73.66%
SUBTOTAL	\$47,775		\$20.954		73.66%

OPERATING EXPENSES

	<u>AMOUNT</u>		<u>AVERAGE MONTHLY COST</u>		<u>PERCENTAGE</u>
ADMINISTRATION	\$4,174		\$1.831		6.435%
ACTUARIAL & CONSULTING	5,070		2.224		7.817%
BONDING & INSURANCE	5,940		2.605		9.158%
INVESTMENT MGMT	63		0.028		0.097%
LEGAL	1,829		0.802		2.820%
PRINTING	8		0.004		0.012%
SUBTOTAL	\$17,084		\$7.494		26.34%
TOTAL	\$64,859		\$28.448		100.00%

SECOND QUARTER 2025
QUARTERLY RECAP

	<u>FIRST 2025</u>	<u>SECOND 2025</u>	<u>THIRD 2025</u>	<u>FOURTH 2025</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$57,225	\$56,032			\$113,257
EMPLOYEE CONTRIB	0	0			0
INTEREST/DIVIDENDS	91	102			193
TOTAL INCOME	\$57,316	\$56,134	\$0	\$0	\$113,450
EXPENSES					
PROVIDERS	\$44,188	\$47,775			\$91,963
OPERATING	11,048	17,084			28,132
TOTAL EXPENSES	\$55,236	\$64,859	\$0	\$0	\$120,095
TOTAL INCOME	\$57,316	\$56,134	\$0	\$0	\$113,450
TOTAL EXPENSES	\$55,236	\$64,859	\$0	\$0	\$120,095
SURPLUS (DEFICIT)	\$2,080	(\$8,725)	\$0	\$0	(\$6,645)
AVERAGE INCOME	\$24.59	\$24.62	\$0.00	\$0.00	\$24.61
AVERAGE EXPENSES	\$23.70	\$28.45	\$0.00	\$0.00	\$26.08
SURPLUS (DEFICIT)	\$0.89	(\$3.83)	\$0.00	\$0.00	(\$1.47)
PARTICIPANTS	777	760			769
FUND RESERVE	\$5,219	\$18,853			

2024
QUARTERLY RECAP

	<u>FIRST 2024</u>	<u>SECOND 2024</u>	<u>THIRD 2024</u>	<u>FOURTH 2024</u>	<u>TOTAL</u>
EMPLOYER CONTRIB	\$51,846	\$52,833	\$52,862	\$54,590	\$212,131
EMPLOYEE CONTRIB	0	0	0	0	0
INTEREST/DIVIDENDS	52	77	116	49	294
TOTAL INCOME	\$51,898	\$52,910	\$52,978	\$54,639	\$212,425
EXPENSES					
PROVIDERS	\$38,628	\$40,355	\$42,501	\$42,523	\$164,007
OPERATING	8,535	9,607	16,338	9,006	43,486
TOTAL EXPENSES	\$47,163	\$49,962	\$58,839	\$51,529	\$207,493
TOTAL INCOME	\$51,898	\$52,910	\$52,978	\$54,639	\$212,425
TOTAL EXPENSES	\$47,163	\$49,962	\$58,839	\$51,529	\$207,493
SURPLUS (DEFICIT)	\$4,735	\$2,948	(\$5,861)	\$3,110	\$4,932
AVERAGE INCOME	\$24.75	\$24.43	\$24.39	\$24.16	\$24.43
AVERAGE EXPENSES	\$22.49	\$23.07	\$27.09	\$22.78	\$23.86
SURPLUS (DEFICIT)	\$2.26	\$1.36	(\$2.70)	\$1.38	\$0.57
PARTICIPANTS	699	722	724	754	725
FUND RESERVE	\$568	\$5,872	\$1,764	\$21,094	

SECOND QUARTER 2025 UTILIZATION

AKMAN & ASSOCIATES

CODE	TYPE	CASES* OPEN	ATTORNEY HOURS	PARALEGAL HOURS	SURCHG.
01	FAMILY	9	49.70	31.20	
02	PROBATE	6	23.25	33.20	
03	WILL	9	27.65	24.75	
04	NEGLIGENCE	7	25.20	30.80	
05	REAL ESTATE	5	13.50	9.10	
06	CONSUMER	15	58.35	44.95	
07	CRIMINAL	3	24.35	6.15	
08	TRAFFIC	3	21.30	6.25	
09	LANDLORD/TENANT	5	20.85	12.95	
10	ADMINISTRATIVE	4	19.65	13.45	
11	IMMIGRATION	0	0.00	0.00	
12	MISCELLANEOUS	0	0.00	0.00	
13	WORKER'S COMP.	0	0.00	0.00	
14	JUVENILE	3	22.55	8.00	
15	CIVIL LITIGATION	0	0.00	0.00	
16	T CASES	0	0.00	0.00	
TOTAL		69	306.35	220.80	\$0

ALL HOURS	527.15
ADJUSTED HOURS	416.75
PAYMENT	\$47,775
COST PER HOUR	\$114.64

* CASES OPEN DURING QUARTER. HOURS REFLECT NEWLY OPENED CASES AND PRIOR CASES.

SECOND QUARTER 2025
DELINQUENCIES

None

INVOICES

UFCW UNIONS AND CONTRIBUTING EMPLOYERS
LEGAL BENEFITS FUND

INVOICES

September 25, 2025

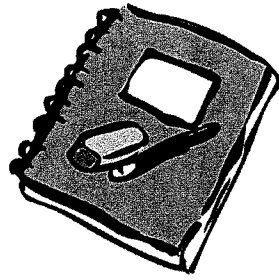
1. SLEVIN & HART, P.C.

6/30/2025	For professional services rendered through 5-31-2025 #238634	\$1,503.50
7/31/2025	For professional services rendered through 6-30-2025 #238995	\$832.50
8/31/2025	For professional services rendered through 7-31-2025 #239235	\$412.00

2. WITHUM

7/13/2025	First progress billing in connection with the 2024 Multi-Employer Benefit Plan Audit and Data Security and Technology	\$3,375.00
8/17/2025	Second progress billing in connection with the 2024 Multi-Employer Benefit Plan Audit and Data Security and Technology #1486760	\$5,200.00
9/7/2025	Third progress billing in connections with 2024 Multi-Employer Benefit Plan Audit and Data Security and Technology #1496967	\$4,368.00

OTHER FUND BUSINESS



MEETING NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.