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

DRAFT

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON, D.C.
HEALTH AND WELFARE FUND
HELD ON JUNE 10, 2026

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
Paul Schwalb – Chairman	Solomon Keene
Stephanie Steer Jones	Dale MacPhee
Linda Martin	Brian Hudson

Also present were:

Anne Mayerson – Bredhoff & Kaiser, PLLC
Swapnil Agrawal – Bredhoff & Kaiser, PLLC
Ben Conley – Seyfarth Shaw, LLP
Anne-Marie Sims – Associated Administrators, LLC
Amy Steen – Associated Administrators, LLC
Brittany Garland – Associated Administrators, LLC (via video conference)
Tyler Geiman – Novak|Francella
William Duryea – Meketa Investment Group
Brian Dana – Meketa Investment Group

I. CALL TO ORDER

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

II. APPOINTMENT OF NEW TRUSTEE

Ms. Sims reported that she had received a resolution, signed by Mr. Solomon Keene in his capacity as President of the Hotel Association of Washington, D.C., confirming the resignation of Mr. Satinder Palta and appointment by the Hotel Association of Ms. Dale MacPhee, as Employer Trustee effective June 1, 2026, as well as a signed acceptance of appointment from Ms. MacPhee. The Trustees welcomed Ms. MacPhee to the Board.

III. MINUTES

Board Meeting, March 04, 2026

The Trustees reviewed the draft minutes of the March 04, 2026 meeting.

On Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED that the minutes of the Board meeting held March 04, 2026 be approved, as presented.**

IV. AUDITOR REPORT

Draft Financial Statements for Year Ended December 31, 2025

Mr. Tyler Geiman of Novak|Francella, LLC reviewed the draft Financial Statements for the year ended December 31, 2025, which were distributed to the Trustees during the meeting. Mr. Geiman stated that the financial statements present fairly, in all material respects, the financial status of the Fund. Mr. Geiman reported that the Financial Statements would be completed before the deadline for filing the Form 5500.

V. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated June 1, 2026, included in the meeting materials. Ms. Sims reviewed the report and confirmed that the chart has been updated and reflects audits from 2025 to present.

VI. INVOICES

Ms. Sims presented a list of invoices dated June 10, 2026. She noted that there were no additions, deletions or changes to the list.

On Motion made and seconded, the Trustees approved the following resolution:

RESOLVED that the invoices set forth in the list dated June 10, 2026 are approved for payment.

VII. CO-COUNSEL REPORT

Amendment to the Trust Agreement

Ms. Mayerson reviewed the 5th Amendment to the UNITE HERE Local 25 and Hotel Association of Washington D.C. Health and Welfare Fund Agreement and Declaration of Trust, which is included in the meeting book. The amendment is intended to implement the bargaining parties' agreement to provide a training benefit.

On Motion made and seconded, the Trustees approved the following resolution:

RESOLVED, to approve Amendment No. 5, as presented.

VIII. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2026 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2026 Administrative Manager's Report, a copy of which is included in the meeting materials. Ms. Sims confirmed that, effective March 16, 2026, employers began making contributions to the Fund for the establishment of a training program. Such contributions are separately accounted for within the Fund. For the first quarter of 2026, employers contributed $61,674 to the training program account on behalf of 3,788 participants.

IX. OTHER FUND BUSINESS

A. Fiduciary Liability Policy Renewal

Ms. Sims reported that the current fiduciary policy with Chubb, which expires August 30, 2026, includes a guaranteed renewal endorsement at the same terms, conditions and premiums as the expiring policy ($3 million of coverage for an annual premium of $13,390.00). Accordingly, Segal, the broker, did not solicit any alternative bids.

After discussion and on Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED to renew the Fiduciary Liability policy with Chubb at the current $3,000,000 limit of liability for the policy period September 1, 2026 through August 31, 2027.**

B. Enforcement of Contribution Policy

Ms. Steer Jones reported the employer at The Ven at Embassy Row (the "Employer") failed to remit required contributions for a period of four months, which resulted in employees losing Optical and Dental benefits. Although the Union and the Administrative Manager have repeatedly notified the Employer of the delinquency and the Employer has remitted a portion of contributions due, the Employer still has an outstanding balance owed to the Fund. Mr. Agrawal confirmed that the Fund's Policy and Procedures for Collection of Delinquent Contributions includes provisions allowing the Board's Finance and Collection Committee to designate an Employer as a Habitually Delinquent Employer. For so long as Employer remains a Habitually Delinquent Employer, it will owe liquidated damages equal to 12% (or 20% if it becomes necessary to file a lawsuit) of all delinquent contributions in addition to the interest otherwise due (calculated at prime plus 4% adjusted and compounded quarterly). The Employer will be considered a Habitually Delinquent Employer until it has paid its contributions in a timely manner for twelve consecutive months and no longer owes any delinquent contributions, interest, or liquidated damages to the Funds. Counsel will circulate a recommendation to the Finance and Collection Committee regarding designation of the Employer as a Habitually Delinquent Employer.

C. 14.1(b) Settlement

Mr. Schwalb provided a status update on the settlement regarding contributions due on behalf of extras under section 14.1(b) of the collective bargaining agreement. Mr. Schwalb reported that the bargaining parties are close to reaching a tentative agreement on settlement terms. He requested that once a proposed agreement is reached, the Board convene a special meeting via Zoom to approve the settlement. The Trustees tentatively scheduled a special meeting on June 23, 2026 at 2:00PM, contingent upon the bargaining parties reaching a final proposed agreement. The Trustees discussed the option for A-List medical coverage to be reinstated under Kaiser and the applicable premium costs.

D. Summary Plan Description (SPD)

Ms. Mayerson reported on the current status of the updated SPD. Ms. Mayerson suggested that the Board consider a change to the SPD language regarding eligibility and coverage rules for dental and/or optical benefits. The existing SPD states that a participant will become eligible for benefits on the first day of the month after the participant works for a Participating Employer for 60 or more hours per month for three consecutive months. However, per the Fund's contribution policy, contributions and contribution reports for any given month are not due until the 15th day of the following month (e.g., contributions for January are made by February 15), so the existing SPD language is not workable because the Fund does not know by the end of any particular months whether a participant has met the 60-month rule. Ms. Mayerson suggested that the Trustees amend the eligibility rules to provide that participants who work three consecutive months of 60 hours or more will become eligible for benefits as soon as practicable once contributions are received. For the same reason, the Board should consider extending eligibility for coverage once the participant has less than 60 hours in contributions for three consecutive months through the end of the fourth month.

After discussion and on Motion made and seconded, the Trustees approved the following resolution:

> **RESOLVED to accept the proposed changes to the eligibility requirements for dental and/or optical benefits.**

X. NEXT MEETING DATES

The Trustees scheduled the following Board of Trustee meetings for 2026, commencing at 10:00AM:

September 23, 2026 and,

December 7, 2026.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved by the Board of Trustees on __________, 2026

By: ____

Anne-Marie Sims, Associated Administrators, LLC

AMS

(Org. 06-10-2026)