UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
Group Legal Services Fund

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DRAFT

MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF
UNITE HERE LOCAL 25 AND HOTEL ASSOCIATION OF WASHINGTON, D.C.
GROUP LEGAL SERVICES 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
Kevin Regan – Regan Associates (for part of the meeting)
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. PROVIDER REPORT

The Trustees welcomed Mr. Kevin Regan to the meeting.

Mr. Regan reviewed the First Quarter 2026 Utilization Report provided by Regan Associates, Chartered and contained in the meeting booklet. Mr. Regan reported that 330 new cases were opened in the First Quarter of 2026, 90 of which were immigration cases. The firm's attorneys logged 3,669.02 hours across all of law. Family law cases continued to require the most attorney time, constituting 32.01% of total hours.

The Trustees thanked Mr. Regan for his presentation and excused him from the meeting.

V. 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.

VI. 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.

VII. 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.**

VIII. CO-COUNSEL REPORT

Co-Counsel advised that they had no items to report.

IX. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2026 Administrative Manager's Report

Ms. Sims presented and reviewed the First Quarter 2026 Administrative Manager's Report. The report showed employer contribution income of $651,522, miscellaneous income of $196 and investment loss of $112, producing a total income of $651,606. Expenses included $19,821 in administration fees, $539,768 for Regan & Associates and miscellaneous expenses of $8,715, producing total expenses of $568,304, resulting in a surplus of $83,302. Contributions were made on behalf of 7,292 active participants.

X. 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 ($2 million of coverage for an annual premium of $7,307.00). 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 $2,000,000 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.

XI. 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.

XII. **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)