

**UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
Health and Welfare 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.
HEALTH AND WELFARE FUND
HELD ON SEPTEMBER 12, 2018
IN WASHINGTON, D.C.**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Charles Hill
William Walsh

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Brian Dana - Meketa Investment Group
Henry Jaung – Meketa Investment Group
Marcella Pascal – Novak Francella, LLC (for part of the meeting)
Anne-Marie Sims - Associated Administrators, LLC

I. CALL TO ORDER

Mr. Boardman reported that Ms. Martin had provided him with a proxy for all matters coming before the Board. A quorum being present, Chairman Boardman called the meeting to order.

II. APPOINTMENT OF NEW TRUSTEE

Ms. Sims reported that she received confirmation from Mr. Solomon Keene in his capacity as President of the Hotel Association of Washington, D.C., confirming the appointment by

the Association of Mr. Charles Hill, General Manager of the Embassy Suites, Washington, D.C., as Employer Trustee effective that date, replacing Mr. Steve Smith who had recently provided his resignation as Trustee. Mr. Singerman reported that Mr. Hill had received Fiduciary and HIPAA training.

III. MINUTES

Board Meeting, May 3, 2018

Ms. Sims reported she had received no further comments on the draft of subject minutes which had been circulated prior to this meeting.

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

RESOLVED that the minutes of the Board meeting held May 3, 2018 are approved.

IV. INVOICES

Ms. Sims presented a list of invoices dated September 12, 2018. It was 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 September 12, 2018 are approved for payment.

V. AUDITOR REPORT

Financial Statements for years ended December 31, 2016 and 2017

Ms. Marcella Pascal of Novak | Francella, LLC (“Novak”), distributed copies of the Financial Statements for the years ended December 31, 2016 and 2017, a copy of which is attached to and made a part of these minutes as Exhibit A. She confirmed that the audit included an unmodified opinion of the financial statements of the Fund, and she presented the report in detail. Ms. Pascal reported that the Form 5500 and Financial Statements would be timely filed.

VI. PAYROLL AUDIT REPORT

Ms. Sims referred to the Payroll Audit Collections Report dated September 5, 2018, included in the meeting book. A copy of the report is attached to and made part of the minutes as Exhibit B. Ms. Sims reviewed the report which contains results for collection of payroll audit deficiencies after receipt of the audits from Calibre and before referral of unpaid billed deficiencies to the Fund's Collection Counsel.

Ms. Sims reported that Ellen O'Dell of Calibre had advised that Calibre had no additional matter to report other than that Calibre was experiencing problems scheduling audits with Haute of the Hill, Capitol Skyline and Quantum Services. Mr. Boardman said he would contact these employers to facilitate the scheduling of these audits.

VII. COLLECTION COUNSEL REPORT

Ms. Sims reported that there were no collection matters requiring Board action at this time.

VIII. CO-COUNSEL REPORT

Summary Plan Description ("SPD") Update

Co-Counsel informed the Trustees that the SPD has been updated and it will be sent to the printer for publishing and mailing to the participants.

IX. NEW BUSINESS

A. Participation of MGM

Mr. Boardman reported that an arbitration award has been issued with respect to the terms of employment of employees represented by UNITE HERE Local 25 at the MGM Grand. Pursuant to the arbitrator's award, the MGM is now a participating employer in the Fund. MGM will become a participating employer in the Legal Fund and the Pension Fund at a later date. Mr. Boardman will provide specific effective dates for the respective funds.

B. A-List premiums

Mr. Boardman referred to the participation of A-List waiters in the Fund. He noted that, based upon anticipated increases in medical premiums and the current level of reserves, an adjustment in employee premiums will be warranted.

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

RESOLVED that the Chair and Secretary-Treasurer of the Fund are delegated authority to adjust required premiums for A-List waiters between meetings.

VII. ADMINISTRATIVE MANAGER'S REPORT

A. First Quarter 2018 Administrative Manager's Report

Ms. Sims presented and reviewed the Fourth Quarter 2017 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit C.

B. Second Quarter 2018 Administrative Manager's Report

Ms. Sims presented and reviewed the Second Quarter 2018 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit D.

VIII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled their next regular Board meeting for Thursday, January 24, 2019, commencing at 9:00 a.m.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Solomon Keene
Secretary-Treasurer

AMS/bm

(Org. 09-12-18)

Attachments:

Exhibit A: Novak|Francella Financial Statements for years ended December 31, 2016 and 2017

Exhibit B: Payroll Audit Collections Report: Dated September 5, 2018

Exhibit C: Associated Administrators, LLC-Administrative Managers Report-First Quarter 2018

Exhibit D: Associated Administrators, LLC-Administrative Managers Report-Second Quarter 2018