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

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

4301 Garden City Drive, Suite 201
Landover, Maryland 20785-6102
Telephone: (301) 459-3020
(800) 638-2972
www.associated-admin.com

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 OCTOBER 21, 2014
IN WASHINGTON, D.C.

The following Trustees were present:

UNION TRUSTEES	EMPLOYER TRUSTEES
John Boardman - Chairman	Solomon Keene
Stephanie Steer	Steve Smith
Linda Martin	Joel Manion

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Matthew Jackson – Segal Select (via tele-conference for part of the meeting)
Henry Jaung - Meketa Investment Group
Robert Noble – Segal Select (via tele-conference for part of the meeting)
Anne-Marie Sims - Associated Administrators, LLC
Dawn Welch – Associated Administrators, LLC

I. CALL TO ORDER

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

II. MINUTES

A. Board Meeting, July 24, 2014

Ms. Sims reported that she had received no further comments on the draft of the 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 July 24, 2014 are approved.**

III. INVOICES

Ms. Sims presented a list of invoices dated October 21, 2014. 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 October 21, 2014 are approved for payment.**

IV. PAYROLL AUDIT COLLECTIONS REPORT

Ms. Sims referred to the Payroll Audit Collections Report dated September 29, 2014 included in the meeting book. A copy of the report is attached to and made a part of the minutes as Exhibit A. Ms. Sims reviewed the report, which confirmed the results to date of the 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.

V. COLLECTION COUNSEL REPORT

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

VI. CO-COUNSEL REPORT

Counsel reported that there were no legal matters that required Board action at this time.

VIII. PROVIDER REPORT

Second Quarter 2014 Utilization Report

Ms. Sims reviewed the Second Quarter 2014 Utilization Report as provided by Mr. Paul Regan of Regan Associates, Chartered contained in the meeting booklet. A copy of the subject report is attached to and made a part of these minutes as Exhibit B.

IX. ADMINISTRATIVE MANAGER'S REPORT

A. Fourth Quarter 2013

Ms. Sims presented and reviewed the Fourth Quarter 2013 Administrative Manager's Report, a copy of which is attached to and made a part of these minutes as Exhibit C.

B. First Quarter 2014

Ms. Sims presented and reviewed the First Quarter 2014 Administrative Manager's Report, a copy of which is attached to and made a part of these minutes as Exhibit D.

X. OTHER FUND BUSINESS

A. Fiduciary Liability Policy Renewal

Ms. Sims reported that per Trustee directive, via interim poll, the fiduciary liability insurance policy for the period September 1, 2014 through September 1, 2015 had been renewed with Chubb for an annual fee of $7,263 and that all Trustees had received their waiver of recourse invoices for payment.

B. Fidelity Bond Renewal

Ms. Sims reported that per Trustee directive, via interim poll, the Fidelity Bond insurance policy for the period October 4, 2014 through October 4, 2017 had been renewed with CHUBB for an annual fee of $597.00.

C. Cyber Liability Insurance Presentation

The Trustees welcomed Mr. Robert Nobile and Mr. Matthew Jackson from Segal Select to the meeting via teleconference. Mr. Jackson provided an overview of the Cyber-liability insurance options available for Trustee consideration. He explained that Segal would recommend the pricing and scope of coverage offered through the Beazley's Information Security and Privacy Insurance. Mr. Jackson said that this insurance covers the Fund for any third party claims arising from security breaches and failure to comply with privacy policies. Coverage also includes data breach notification and credit monitoring or identity monitoring services for up to five million affected individuals.

The Trustees thanked Mr. Noble and Mr. Jackson for their presentation and requested that Segal Select solicit quotes from Beazley with $1million and $2million limits and circulate a memorandum with additional details for Trustee consideration.

D. Form 5500 for the Plan Year Ended December 31, 2013

Ms. Sims reported the timely filing, under extension, of the Form 5500 for the Plan year ended December 31, 2013.

E. Citibank Closure

Ms. Sims reported that the Fund office had been notified that the Citibank locations that are currently located near the Associated Administrators, LLC Sparks office are closing effective December 15th, 2014. She said the nearest location would require that all checks received would need to be couriered to the nearest Citibank location in Beltsville, Maryland. She requested Trustee authorization for the Administrative Manager to close the Citibank account, open a PNC operating/money market account effective December 15, 2014 and transfer all assets from the Citibank accounts as soon as is practicable.

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

> **RESOLVED to authorize the Administrative Manager to close the Citibank Operating and Money Market accounts, effective December 16, 2014, open a PNC operating/money market account, effective December 15, 2014 and transfer all assets from the Citibank accounts as soon as is practicable, thereafter.**

XI. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Wednesday, February 4, 2015.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Solomon Keene
Secretary-Treasurer

AMS/dw
(Org. 07-26-14)

Attachments:

Exhibit A: Novak | Francella, LLC: Financial Statements for years ended Dec. 31, 2013 and 2012
Exhibit B: Regan Associates, Chartered: First Quarter 2014 Utilization Report
Exhibit C: Associated Administrators, LLC: Fourth Quarter 2013
Exhibit D: Associated Administrators, LLC: First Quarter 2014