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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 DECEMBER 16, 2016
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
Barbara Maiorano – Associated Administrators, LLC
Anne-Marie Sims - Associated Administrators, LLC

I. CALL TO ORDER

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

II. MINUTES

Board Meeting, September 9, 2016

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 September 9, 2016 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated December 16, 2016. 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 December 16, 2016 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ellen Odell of Calibre CPA entered the meeting. Ms. Odell referred to the Payroll Audit Collections Report dated December 14, 2016 included in the meeting book. A copy of the report is attached to and made part of the minutes as Exhibit A. She reviewed the report which contains 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.

Ms. Odell reported that the Woodner Hotel was unwilling to send its original payroll records for the period January 1, 2013 through December 31, 2015, which are located in New York, to Calibre inWashington, D.C. and had requested that the audit be performed in the New York office. Ms. Odell said that in order for Calibre to conduct the audit in New York, additional audit fees of up to $1,000 would be charged. Ms. Steer offered to call the Woodner Hotel and advise that, if it does not ship the requested records, it will be charged for the additional fees and expenses required to conduct the audit in New York.

Ms. Odell reported that during the audit of the W Hotel no discrepancies were noted; however, the audit was issued as a limited scope audit due to there being no banquet event orders available to review. She stated that she would forward to the members of the Finance and Collection Committee a letter from the W Hotel regarding this matter for their consideration.

Ms. Odell reported that the audit of the Marriott Marquis for the period [AA: please add period] found no discrepancies and noted that the hotel has implemented software that captures its contribution obligation for functions.

Ms. Odell reported that Calibre recently completed the payroll audit on the Marriott Wardman Park for the year 2013 (only one year for banquet testing was done, as the last audit went through December 2012 for banquet testing) and determined that the employer reported on call banquet workers for actual hours worked with no cap, rather than the five hour minimum per event up to fifty hours maximum. Mr. Boardman said that he would discuss this matter with the GM and then request a Finance and Collections Committee meeting to discuss this matter further. Ms. Odell noted that any additional review for this issue can be done in conjunction with Calibre's upcoming payroll audit covering the period 2014-2016.

V. <u>COLLECTION COUNSEL REPORT</u>

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

VI. <u>CO-COUNSEL REPORT</u>

Co-Counsel reported that they had no legal matters to come before the Board at this time.

VII. <u>ADMINISTRATIVE MANAGER'S REPORT</u>

<u>Third Quarter 2016 Administrative Manager's Report</u>

Ms. Sims presented and reviewed the Third Quarter 2016 Administrative Manager's Report, a copy of which is attached to and made part of these minutes as Exhibit B.

VIII. Fund Auditor Engagement Letter – 2016 Plan Year

Ms. Sims reported that copies of the proposed audit engagement letter for the 2016 Plan Year from Mr. Tyler Geiman of Novak|Francella, LLC ("Novak") had been circulated prior to the meeting. A copy of subject letter is attached to and made a part of these minutes as Exhibit C. Ms. Sims noted that no fee increase was requested.

Following discussion, upon Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED that the audit engagement letter for the 2016 Plan Year is approved as proposed by Novak|Francella, LLC.**

IX. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Wednesday, March 1, 2017.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/bm
(Org. 12-16-16)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated December 14, 2016
Exhibit B: Associated Administrators, LLC – Third Quarter 2016
Exhibit C: Novak|Francella, LLC –Fund Auditor Engagement Letter – 2016 Plan Year