

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

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**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 JULY 24, 2014
IN WASHINGTON, D.C.**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene
Steve Smith
Joel Manion

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Tana Moghadam – Bredhoff & Kaiser, PLLC
Jeff Ianniello – Associated Administrators, LLC
Henry Jaung - Meketa Investment Group
Anne-Marie Sims - Associated Administrators, LLC
Alan Spatrack – Meketa Investment Group
Laura Szarmach – Seyfarth Shaw, LLP (for part of the meeting)
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, April 30, 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 April 30, 2014 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated July 24, 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 July 24, 2014 are approved for payment.

IV. AUDITOR REPORT

Mr. Geiman of Novak | Francella, LLC (“Novak”), distributed copies of the Financial Statements for years ended December 31, 2013 and 2012, a copy of which is attached to and made a part of these minutes as Exhibit A. He confirmed that the financial statements, in Novak’s opinion, present fairly, in all material respects, the financial status of the Fund. Mr. Geiman then reviewed the audit report in detail. Mr. Geiman reported that the Forms 990 and 5500 would be filed under extension.

V. PAYROLL AUDIT COLLECTIONS REPORT

Ms. Sims referred to the Payroll Audit Collections Report dated July 10, 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.

VI. COLLECTION COUNSEL REPORT

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

VI. CO-COUNSEL REPORT

Collection Policy Update

Anne Mayerson distributed a copy of the revised Collections Policy to reflect three clarifications on the Policy requested by the Finance and Collection Committee. Specifically, the policy as proposed to be amended clarifies that the maximum period for which an employer may take credit for an overpayment is three years and that the determination as to whether to credit an employer with overpayments is to be made by the Finance and Collection Committee

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

RESOLVED to approve the revised Collection Policy as presented.

Co-Counsel reported that there were no further legal matters requiring Board action at this time.

VIII. PROVIDER REPORT

First Quarter 2014 Utilization Report

Ms. Sims reviewed the First 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

UNITE HERE Local 23 Participation Agreements

Mr. Boardman reported that all employers that were previously required to contribute to the Fund under collective bargaining agreements with UNITE HERE Local 25 and are now required to contribute to the Fund under collective bargaining agreements with UNITE HERE Local 23 have executed a Participation Agreement in order to continue participation in the Fund, with the exception of Haute on the Hill. Mr. Boardman said he would continue to work with UNITE HERE Local 23 to obtain a signed participation agreement with Haute on the Hill.

XI. NEXT MEETING DATE AND LOCATION

The Trustees will schedule the next regular Board meeting on Thursday, October 16, 2014.

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