

**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 SEPTEMBER 9, 2016
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
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, July 13, 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 July 13, 2016 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated September 9, 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 September 9, 2016 are approved for payment.

IV. PAYROLL AUDIT REPORT

Payroll Audit Collections Report

Ms. Sims referred to the Payroll Audit Collections Report dated September 7, 2016 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 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. Sims reported that due to a scheduling conflict Ms. Odell was unable to attend this meeting but would attend the next scheduled meeting. She noted that in respect to the Aramark audit, Local 23, Aramark and the auditors are in discussions concerning the categories of covered employment.

V. COLLECTION COUNSEL REPORT

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

VI. COUNSEL REPORT

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

VII. APPEAL

The Trustees considered an appeal by Feung S. Chan of a denial of his claim for legal services, and concluded that his claims concerning the Cemetery rules lack merit because the National Memorial Park, King David Memorial Gardens Cemetery (“Cemetery”) was not in breach of its burial contract with him and that, in any event, the burial contract includes a mandatory binding arbitration clause. Further, the Trustees determined that his claim that the Cemetery interfered with his freedom of choice under Virginia Code section 54.1-2315 is also without merit because nothing prevented him from selecting a different Cemetery or locations in the Cemetery where headstones or other grave-markers would be allowed. Accordingly, the Trustees denied the appeal under section 1(e) of the Exclusions of Coverage provisions of the Summary Plan Description (page 18), which provide that “legal representation will not be provided for . . . any matter that is frivolous, without merit or brought for the purpose of harassment.

VIII. ADMINISTRATIVE MANAGER’S REPORT

Second Quarter 2016

Ms. Sims presented and reviewed the First Quarter 2016 Administrative Manager’s Report, a copy of which is attached to and made a part of these minutes as Exhibit D. Also, at the Board’s request, Ms. Sims will add year over year contributions and hours to the Administrative Manager’s report.

IX. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting for Friday, December 16, 2016.

X. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/bm
(Org. 07-14-16)

Attachments:

Exhibit A: Payroll Audit Collections Report: Dated September 7, 2016
Exhibit B: Associated Administrators, LLC – Second Quarter 2016