

**UNITE HERE Local 25 and Hotel Association Of Washington, D.C.
Group Legal Services 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.
GROUP LEGAL SERVICES FUND
HELD ON SEPTEMBER 4, 2013
WASHINGTON, D.C.**

The following Trustees were present:

UNION TRUSTEES

John Boardman - Chairman
Stephanie Steer
Linda Martin

EMPLOYER TRUSTEES

Solomon Keene - Secretary-Treasurer
Steve Smith
Joel Manion

Also present were:

Anne Mayerson - Bredhoff & Kaiser, PLLC
Fredric Singerman - Seyfarth Shaw, LLP
Tyler Geiman - Novak|Francella, LLC
David Jensen – Associated Administrators, LLC.
Paul Regan – Regan Associates, Chartered.
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, May 15, 2013

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 May 15, 2013 are approved.

III. INVOICES

Ms. Sims presented a list of invoices dated September 4, 2013. 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 4, 2013 are approved for payment.

IV. AUDITOR REPORT

Financial Statements for years ended December 31, 2012 and 2011

Mr. Geiman of Novak | Francella, LLC (“Novak”), distributed copies of the Financial Statements for years ended December 31, 2012 and 2011, a copy of which is attached to and made a part of these minutes as Exhibit A. He confirmed that the financial statements, in their 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, 5500 and Financial Statements would be filed under extension.

V. PAYROLL AUDIT COLLECTIONS REPORT

Ms. Sims referred to the Payroll Audit Collections Report dated August 4, 2013 included in the meeting book. A copy of the report is attached to and made a part of the minutes as Exhibit B. 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 Mr. Dan Katz and Ms. Ellen Ranzman were unable to attend the meeting, but that there were no collection matters requiring Board action.

VII. CO-COUNSEL REPORT

Counsel Rate Increase Request

Mr. Singerman noted that the most recent increase of the Co-Counsel hourly professional rate for attorneys to \$350 was effective October 1, 2007. He observed that the current rate has been in effect for almost six years, and that it is well below the current average professional billing rate for the services of experienced Taft-Hartley benefit fund attorneys located in the metropolitan Washington, D.C. area. Mr. Singerman requested that the Trustees approve an increase of the Co-Counsel hourly professional rate for attorneys to \$425 effective September 1, 2013, which represents a 3% increase, annually, from the last rate increase.

Following discussion, the Trustees called for an Executive Session, and Mr. Singerman and Ms. Mayerson left the meeting room. At the conclusion of the Executive Session, Mr. Singerman and Ms. Mayerson were recalled to the room.

On Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

RESOLVED that, pursuant to the request of Seyfarth Shaw, LLP, and of Bredhoff & Kaiser, PLLC, the hourly rate on which the services of the law firms as Fund Co-Counsel are based, is increased from \$350 for attorneys to \$425 for attorneys, effective immediately.

VIII. PROVIDER REPORT

A. January 1, 2012 through December 31, 2012 Utilization Report

Mr. Regan reviewed the Utilization Report for the period January 1, 2012 through December 31, 2012 as provided by Mr. Paul Regan of Regan Associates, Chartered contained in the meeting booklet. A copy of subject report is attached to and made a part of these minutes as Exhibit C.

B. Second Quarter 2013 Utilization Report

Mr. Regan reviewed the Second Quarter 2013 Utilization Report as provided by Mr. Paul Regan of Regan Associates, Chartered contained in the meeting booklet. A copy of subject report is attached to and made a part of these minutes as Exhibit D.

IX. ADMINISTRATIVE MANAGER'S REPORT

First Quarter 2013

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

X. NEXT MEETING DATE AND LOCATION

The Trustees scheduled a regular Board meeting to be held September 4, 2013, at the offices of the UNITE HERE Local 25, commencing at 10:30 a.m.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,
Solomon Keene
Secretary-Treasurer

AMS/klw
(Org. 09-05-13)

Attachments:

Exhibit A: Financial Statements for years ended December 31, 2012 and 2011

Exhibit B: Associated Administrators, LLC: Payroll Audit Collections Report dated August 4, 2013

Exhibit C: Regan Associates, Chartered: Utilization Report for the Period January 1, 2013 through December 31, 2012

Exhibit D: Regan Associates, Chartered: Second Quarter 2013 Utilization Report

Exhibit E: Associated Administrators, LLC: First Quarter 203 Administrative Manager's Report