Warehouse Employees Union Local No. 730
and Contributing Companies' Prepaid
Legal Services Fund

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DRAFT

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE WAREHOUSE EMPLOYEES UNION LOCAL NO. 730 & CONTRIBUTING COMPANIES' PREPAID LEGAL SERVICES FUND SEPTEMBER 11, 2019 LANDOVER, MARYLAND

The following Trustees were present:

UNION TRUSTEES
R. Brooks – Chairman
L. Hudson
R. Jackson
T. Richardson – Alternate

EMPLOYER TRUSTEES
M. Bull – Secretary
J. Paradis
H. Sebhat – via conference call
B. Pounds – Alternate

Also present were:

K. Barshinger – Associated Administrators, LLC
M. DeLancey – Blank Rome LLP
L. DuVall – Associated Administrators, LLC
R. Sichel – Investment Performance Services, LLC

I. CALL TO ORDER

A quorum being present, the meeting was called to order.

II. MINUTES

The Trustees reviewed the minutes of the last regular meeting held June 13, 2019.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED that the minutes of the last regular meeting held on June 13, 2019 are approved as presented.**

III. FINANCIAL REPORT

A. Custodian Bank – PNC Bank, NA

Ms. DuVall noted a copy of the PNC Summary of Activity report for the period January 1, 2019 through June 30, 2019 is contained in the meeting booklet.

B. Investment Performance Services, LLC ("IPS")

1. Investment Performance

The Trustees welcomed Mr. Rich Sichel of IPS to the meeting.

Mr. Sichel reviewed his report titled, "Investment Performance Analysis – June 30, 2019" beginning with IPS' market commentary. Mr. Sichel noted the asset allocation as follows: 99.0% in Investment Grade Income and 1.0% in cash and equivalents. The Atlanta Capital Bond Fund held $882,071 in investments. The PNC Prime Money Market held $8,559.

Mr. Sichel then directed the Trustees to Tab D, page 6 of his report which showed a policy comparison of the current portfolio showing the expected return value and risk for scenarios 1, 2 and 3. After discussion, On MOTION made and seconded, the Trustees voted unanimous approval of the following resolutions:

> **RESOLVED to 1) amend the Asset Allocation Policy to include a new asset allocation, Short Term High Yield Fixed Income (SDHY) and 2) hire Chartwell as a SDHY Investment Manager as depicted in scenario 3.**

2. **<u>Investment Consulting Contract Renewal</u>**

Mr. Sichel reviewed his memorandum to Ms. Cochran dated June 17, 2019 in which IPS proposed a new contract for a four-year period at no increase with an annual fee of $2,500.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED to accept the proposal of IPS to provide Master Consulting services. Annual fees, beginning on October 1, 2019, will be $2,500 under a four-year agreement ending on September 30, 2023.**

The Trustees thanked Mr. Sichel for his report, and he was excused from the meeting.

IV. COUNSEL REPORT

Mr. DeLancey said there were no legal matters pending before the Board of Trustees at this time.

V. ADMINISTRATIVE MANAGER'S REPORT

Ms. DuVall presented the Administrative Manager's Report for the second quarter 2019. Such report showed employer contributions of $34,714, miscellaneous income of $0 and interest and dividend income of $6,150, producing a total income of $40,864 for the quarter. Benefit expenses were $28,126 and operating expenses were $10,365, producing a total expense of $38,491, resulting in a net surplus of $2,373 for the quarter. Ms. DuVall noted that contributions were made on behalf of 1,014 participants.

VI. INVOICES

Ms. DuVall presented a list of invoices dated September 11, 2019 for Trustee review. It was noted that there were no additions, deletions or changes to the list.

On MOTION made and seconded, the Trustees voted unanimous approval of the following resolution:

> **RESOLVED that the invoices on the list dated September 11, 2019 are approved for payment as presented.**

VII. OTHER FUND BUSINESS

Ms. DuVall reported the receipt of a newly negotiated Collective Bargaining Agreement (CBA) between the Giant Food, LLC and Teamsters Local No. 922 for the period June 24, 2018 through June 25, 2022.

After discussion and a review of the CBA by Fund Co-Counsel, the Trustees voted approval of the following resolution:

> **RESOLVED to accept the CBA between the Giant Food, LLC and Teamsters Local No. 922 for the period June 24, 2018 through June 25, 2022.**

VIII. NEXT MEETING DATE AND LOCATION

After discussion, the Trustees selected December 3, 2019 as their next regular meeting in Landover, Maryland.

IX. ADJOURNMENT

There being no additional business to come before the Trustees, the meeting was adjourned.

Respectfully submitted,

Michael Bull
Secretary