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MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES OF THE
LITHOGRAPHERS AND PHOTOENGRAVERS LOCAL 285 WELFARE FUND
HELD ON JULY 20, 2016
LANDOVER, MARYLAND

The following persons were in attendance:

UNION TRUSTEES	EMPLOYER TRUSTEES
Isaiah Thompson	David Ashton
Barry English	David King
	Tom Labadie

Also present were:

Alicia Cochran – Associated Administrators, LLC
Andrew Lin – Mooney, Green, Saindon, Murphy & Welch, P.C.
Brian Davis – Associated Administrators, LLC

I. CALL TO ORDER

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

II. MINUTES – MEETING OF APRIL 6, 2016 AND MEETING OF MAY 11, 2016

Ms. Cochran confirmed that there were no changes to the final draft of the subject minutes circulated prior to this meeting. The Trustees reviewed the drafts and, On Motion made and seconded, unanimously voted approval of the following resolution:

RESOLVED that the minutes of the regular Board meeting held April 6, 2016 and the special Board meeting held May 11, 2016 are approved as written.

III. FINANCIAL REPORT

Ms. Cochran reviewed the unaudited financial statements for the first quarter of the Plan year March 1, 2016 through May 31, 2016. The Fund had total income of $446,130 and total expenses of $541,466. The Fund operated in the first quarter with a deficit of $95,336.

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

RESOLVED to accept and approve the financial statements for March 1, 2016 through May 31, 2016.

Ms. Cochran reported that employer, Peake Delancey, had not paid late fees for contributions due for the months January 2016 through June 2016 in the amount of $4,678.89. The Trustees directed Fund Counsel to send a demand letter to the employer and to notify the Trustees if payment was not received timely.

IV. CAPITAL FINANCIAL, LLC

Ms. Cochran reiterated that per the Trustees' direction at the April 4, 2016 meeting, a termination letter was sent to Jim Webb of Capital Financial. Mr. Webb indicated he would continue to assist the Fund until a replacement Investment Advisor is selected.

After a discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED to accept the continued service of Capital Financial under the terms of its previous agreement with Capital Financial to assist with the rollover of certificates of deposit until a replacement Investment Advisor is selected.**

Ms. Cochran reviewed interim action taken by Chairman and Secretary to approve the renewal of two certificates of deposit that matured on June 30, 2016. CIT Bank CD was renewed at a rate of 1.30% for two years. Merrick Bank CD was renewed at a rate of 0.85% for fifteen months.

Ms. Cochran reviewed the Investment Portfolio as of June 30, 2016. The statement showed a balance of $1,850,239.37 as of June 30, 2016. This total included a money market holding of $14,316.89 and Certificates of Deposit ("CDs") of $1,832,000. She reviewed the list of CDs in detail.

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

> **RESOLVED to accept and approve the Capital Financial, LLC report as of June 30, 2016.**

V. COUNSEL REPORT

Mr. Lin reported on the settlement with employer Raff Embossing regarding delinquent contributions. Raff Embossing agreed to the terms of the settlement that were previously discussed and approved at the May 5, 2016 Board of Trustees special meeting and included in the Settlement Agreement and Release of Claims.

Fund Counsel also reported on the results of the appeal mediation for claim E16/102-4096. The parties participating in the mediation held June 24, 2016 that the participant would be allowed to switch plans to the DHMO plan effective July 1, 2016. The mediator had suggested and the parties agreed to consider sending all open enrollment materials via certified mail so that it can be verified that the mail has been sent to the participant, in order to avoid the issue arising in the future.

After a discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED to accept the recommendation of the mediation participants to send all open enrollment materials by certified mail.**

The Trustees asked that the Administrative Manager change the language in the benefit election form to require participants to return the benefit election form to Fund Office regardless of any changes.

VI. OTHER FUND BUSINESS

A. Waiver Project

Ms. Cochran confirmed the Trustees' approval of engaging the McKeogh Company, which provides actuarial and consulting services, to perform a study of a potential expansion of the Fund's option to waive coverage. Due to the absence of the Chairman and Secretary, and the need to display the interactive software to demonstrate the various scenarios, the McKeogh Company will attend the next meeting.

B. <u>Cyber Liability Policy</u>

Ms. Cochran reviewed the application for Trustee signatures. The application was provided by Eberts and Harrison, the Fund's broker for Fiduciary Liability insurance. The application will allow Eberts to gather several quotes from different carriers. Fund Counsel suggested in order to expedite the process, that the Trustees allow the Administrative Manager to execute the application on behalf of the Trustees.

After a discussion, on Motion made and seconded, the Trustees unanimously voted approval of the following resolution:

> **RESOLVED to approve for the Administrative Manager to execute the Cyber Liability Application on behalf of the Trustees.**

VII. NEXT MEETING DATE AND LOCATION

The Trustees scheduled the next regular Board meeting to be held October 5, 2016, commencing at 10:00 A.M. in the conference room of Associated Administrators in Landover, Maryland.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned.