

**Carpenters Local No. 491
Training Fund**

Board of Trustees Meeting

June 6, 2019

CARPENTERS LOCAL NO. 491 TRAINING FUND

AGENDA

JUNE 06, 2019

A. ROLL CALL

B. MINUTES OF THE MARCH 16, 2019 BOARD MEETING

C. ADMINISTRATIVE REPORTS

1. Statement of Changes In Fund Balance (Jan - Mar, 2019)
2. Bills to be Approved and Paid (June 06, 2019)

D. UNFINISHED BUSINESS

1. Delinquent Employer Listing
2. Payroll Audits
3. Build Task
4. Beyond Exhibit Logistics

E. NEW BUSINESS

1. Audit Engagement Proposal
2. Acceptance of Trusteeship
3. Update Bank Signature Cards
4. Questions
5. Date of Next Meeting - Sept., 2019

CARPENTERS LOCAL NO. 491
TRAINING FUND

REGULAR MEETING OF THE BOARD OF TRUSTEES

March 16, 2019

MINUTES

A regular meeting of the Trustees of the Carpenters Local No. 491 Training Fund was held at 9:00 a.m. on March 16, 2019, at the office of the Administrative Manager, Associated Administrators, LLC, 911 Ridgebrook Road, Sparks, Maryland 21152. Present were the following Trustees:

UNION TRUSTEES

Michael Capelli
Robert Tarby
Bill Waterkotte

EMPLOYER TRUSTEES

Ken Bisch
Larry Barron was absent
Andrew Telles was absent

Also present were Albert Kroll, Esq., Counsel for the Union; David J. Jensen and Dawn Welch, Administrative Manager; Ira Marc Miller, CPA; Pete Tonia; and Steven I. Batoff, Attorney.

The following matters were discussed with the indicated action taken:

1. The minutes of the meeting of November 16, 2018, were approved as read.
2. The Administrative Manager reviewed with the Trustees the Administrative Manager's report for twelve months ending December 31, 2018. The Fund balance as of December 31, 2018, was \$23,187.36. Upon motion duly made by Mr. Bisch and seconded by Mr. Tarby, the Administrative Manager's report was unanimously approved by the Trustees.

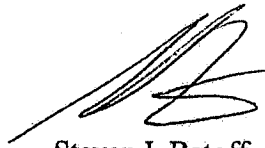
3. The Administrative Manager then reviewed with the Trustees the bills to be paid, as listed in an attachment to these minutes. The Trustees unanimously approved payment of the aforementioned checks.
4. The following Delinquent Contractor Listing was reviewed by the Trustees and the Administrative Manager:

Build Task 7/18 – 9/18 has been paid

5. The Administrative Manager, Pete Tonia, Mr. Batoff, the Trustees, and Ira Miller, of Ira Marc Miller & Co., P.A., then discussed with the Trustees payroll audits. Mr. Tonia reported on audits from previous rounds and the fourth round (2018).
6. Mr. Batoff presented to the Trustees conflict of interest and gift policies forms for 2019. The Trustees completed the forms.
7. Mr. Batoff reported that David Letushko is in the process of completing the payroll audit of Beyond Exhibits Logistics to confirm that no contributions are owed the Fund, so that a bond can be released.
8. Mr. Batoff informed the Trustees that Build Task has failed to file an answer to the lawsuit filed against it for failure to comply with the request for a payroll audit and possible delinquent contributions to the Fund.
9. The Administrative Manager reviewed with the Trustees the fiduciary liability insurance renewal for March 15, 2019, through March 15, 2020.
10. The Administrative Manager discussed with the Trustees the Fund web portal.

There being no further business, the meeting was thereupon adjourned at 9:18 a.m. with the next meeting scheduled for June 6, 2019, at 9:00 a.m.

Respectfully submitted,

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned above the printed name.

Steven I. Batoff
Secretary of the Meeting

CARPENTERS LOCAL NO. 491 TRAINING FUND
STATEMENT OF CHANGE IN FUND BALANCE - CASH BASIS
FOR THE THREE MONTHS ENDED MARCH 31, 2019

	January	February	March	Year To Date
Additions				
Employer Contributions - Baltimore	\$ 2,821.37	\$ 6,240.82	\$ 5,754.36	\$ 14,816.55
Employer Contributions - Washington	9,157.52	15,100.50	18,885.87	43,143.89
Interest Income - Checking	-	-	-	-
Total Additions	<u>11,978.89</u>	<u>21,341.32</u>	<u>24,640.23</u>	<u>57,960.44</u>
Deductions				
Administration	513.00	-	-	513.00
Advertising	-	-	-	-
Audit Fees	-	-	-	-
Payroll Audit	-	-	-	-
Committee Meeting Expenses	-	-	-	-
Conference	-	-	-	-
Drug Testing	-	-	-	-
Fidelity Bond	-	-	-	-
Fiduciary Liability Insurance	359.37	-	-	359.37
Cyber Liability Insurance	-	-	-	-
Legal Fees	369.10	-	340.00	709.10
Settlement	-	-	-	-
Office Expenses	-	-	-	-
Dues	-	-	-	-
Petty Cash	-	-	-	-
Postage	-	-	0.59	0.59
Printing	-	-	0.99	0.99
School Supplies	-	-	-	-
Training Class Expense	-	-	-	-
Trainee Committee Fees	-	-	-	-
Transfer to JCAE	11,096.79	21,341.32	23,939.28	56,377.39
Transfer to BCJAC	-	-	-	-
Bank Service Charges	-	-	-	-
Total Deductions	<u>12,338.26</u>	<u>21,341.32</u>	<u>24,280.86</u>	<u>57,960.44</u>
Net Increase (Decrease)	<u>\$ (359.37)</u>	<u>\$ -</u>	<u>\$ 359.37</u>	<u>\$ -</u>
Fund Balance - December 31, 2018				23,187.36
Fund Balance - March 31, 2019				<u>\$ 23,187.36</u>
Statement of Fund Balance - Cost Basis				
Cash - Bank of America - Operating				\$ 23,187.36
Due to Benefit Fund				-
Due To JCAC				-
				<u>\$ 23,187.36</u>

UNAUDITED FINANCIAL REPORT

CARPENTERS LOCAL NO. 491 TRAINING FUND
BILLS TO BE APPROVED AND PAID
OPERATING ACCOUNT
June 6, 2019

<u>Payee/Purpose</u>	<u>Period</u>	<u>Check #</u>	<u>Amount</u>
1. Joint Carpentry Apprenticeship Committee Contributions	2/19	1253	21,341.32
2. Batoff Associates, P.A. Legal Fees	2/19	1254	340.00
3. Associated Administrators, LLC Postage - 1099Misc. .59 - Printing Envelopes - \$.99		1255	1.58
4. York Insurance Services, Inc. Fiduciary Liability Insurance	3/19 - 3/20	1256	359.37
5. Joint Carpentry Apprenticeship Committee Contributions	3/19	1257	23,939.28
6. Associated Administrators, LLC 2nd Quarter Administration Fee	4/19 - 6/19	1258	528.00
7. Batoff Associates, P.A. Legal Fees	3/19	1259	1,259.20
8. Joint Carpentry Apprenticeship Committee Contributions	4/19	1260	42,808.70
9. Batoff Associates, P.A. Legal Fees	4/19	1261	205.80
			<u>\$ 90,783.25</u>

**CARPENTERS DELINQUENCY LIST
AS OF
JUNE 6, 2019**

- 1) If Local has "X" in a block, please indicate "Worked" or "No Men"
2) Please fax updates to Ramona at 410-683-7794

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