

MID-ATLANTIC RETAIL FOOD INDUSTRY
JOINT LABOR MANAGEMENT FUND

BOARD OF TRUSTEE MEETING

DECEMBER 20, 2012

MID-ATLANTIC RETAIL FOOD INDUSTRY
JOINT LABOR MANAGEMENT FUND

AGENDA

DECEMBER 20, 2012

- I. CALL TO ORDER**
 - A. TRUSTEE APPOINTMENT**
- II. MINUTES (pg. 1 – 8)**
 - A. REGULAR MEETING DECEMBER 1, 2011**
 - B. REGULAR MEETING – APRIL 6, 2012**
 - C. SPECIAL MEETING – APRIL 27, 2012**
- III. ATTORNEY'S REPORT**
- IV. ADMINISTRATIVE MANAGER'S REPORT – 1Q12, 2Q12 & 3Q12
(pg. 9 – 20)**
- V. INVOICES (pg. 21 – 24)**
- VI. OTHER FUND BUSINESS**
 - A. G. MACY NELSON REPORT**
- VII. NEXT MEETING DATE AND LOCATION**
- VIII. ADJOURNMENT**

MINUTES

MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND

1 GARDEN CITY DRIVE
SUITE 201
LANDOVER, MARYLAND 20785-2210
TELEPHONE: (301) 459-3020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND HELD ON DECEMBER 1, 2011 IN LANDOVER, MARYLAND

The following Trustees were present:

Union Trustees

T. McNutt - Chairman

Employer Trustees

I. Kress - Secretary

D. Gwin

Also present were:

H. Burton – Morgan, Lewis & Bockius, LLP

T. Jacobsen – Executive Director

Jensen - Associated Administrators, LLC

Slevin – Slevin & Hart, P.C.

I. CALL TO ORDER

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

II. MINUTES

The Trustees read the minutes of the last meetings held June 23, 2011 and September 8, 2011, which were previously circulated.

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

RESOLVED that the minutes of June 23, 2011 and September 8, 2011 are approved as presented.

III. FINANCIAL REPORT

PNC Bank

Mr. Jensen presented the summary of activity report previously distributed by PNC. Such report indicated a beginning market value of \$94,155, earnings of \$27, receipts of \$366,426 and disbursements of \$420,453, producing an ending market value as of October 31, 2011 of \$40,155.

IV. ATTORNEY'S REPORT

Mr. Slevin provided a status report on the pending federal court litigation.

V. ADMINISTRATIVE MANAGER'S REPORT

Mr. Jensen presented the Administrative Manager's Report for the third quarter of 2011, which had been pre-circulated. Such report indicated total income of \$9 and total expenses of \$143,813, producing a net deficit of \$143,804 for the quarter.

VI. INVOICES

Mr. Jensen presented a list of invoices dated December 1, 2011. He noted that there were no additions, deletions or changes to the list. Thereafter,

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

RESOLVED that the invoices on the list dated December 1, 2011 are approved for payment.

VII. EXECUTIVE DIRECTOR'S REPORT

The Trustees welcomed Mr. Torrey Jacobsen to the meeting. He presented the Executive Director's report summarizing the activity of the Director.

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

VIII. OTHER FUND BUSINESS

The Trustees discussed the funding concerns and ongoing operation of the JLM Fund. There was a consensus that Fund Counsel review the legality of the local Unions becoming participating employers. It was further authorized that essential payments to the IRS and the Maryland Department of Taxation be authorized. Payments to all vendors, as well as the ongoing payment to the Director, would be suspended. Mr. McNutt advised that he was pursuing additional contributions from Shoppers Food Warehouse.

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

RESOLVED that the services of the Director shall cease.

IX. ADJOURNMENT

There being no further business to come before the Board of Trustees, the meeting was adjourned.

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Respectfully Submitted,

Ira Kress -- Secretary

MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND

4301 GARDEN CITY DRIVE
SUITE 201
LANDOVER, MARYLAND 20785-2210
TELEPHONE: (301) 459-3020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND HELD ON APRIL 6, 2012 IN LANDOVER, MARYLAND

The following Trustees were present:

Union Trustees

T. McNutt - Chairman

Employer Trustees

I. Kress - Secretary

Also present were:

H. Burton – Morgan, Lewis & Bockius, LLP
Jensen - Associated Administrators, LLC
D. Slevin – Slevin & Hart, P.C.
F. Stegman – Safeway, Inc.

I. CALL TO ORDER

The meeting was called to order.

II. STRUCTURE OF JLM OPERATION

The Trustees discussed the ongoing structure of the JLM Fund operations given the termination of the Executive Director. It was the consensus that G. Macy Nelson would perform project work for the Fund, subject to receipt of a proposal. Associated Administrators would assist in handling the accounting functions. Mr. Stegman asked if the G. Macy Nelson firm would have a retainer agreement with the Fund. He also inquired whether attendance at local community meetings would be delegated to someone other than a representative of the G. Macy Nelson firm.

It was the consensus of the Trustees that G. Macy Nelson would be requested to attend a future meeting and outline a budget for the JLM Fund.

The Trustees asked Mr. Jensen to provide an update on the current balance in the checking account. Mr.

Jensen responded that there was approximately \$10,300 in the checking account as of April 6, 2012. The Trustees directed Mr. Jensen to remit a partial payment of \$10,000 to G. Macy Nelson's firm as soon as possible for his outstanding invoices.

Mr. McNutt requested that the Trustees consider remitting an invoice for the \$300,000 contribution requirement adopted at the most recent collective bargaining to Giant and Safeway only, so that additional funds could be obtained from Shoppers Food Warehouse in their upcoming collective bargaining. Mr. McNutt further noted that Fresh and Greens had agreed to contribute to the JLM Fund as well. The result would enhance the assets available for operations. Mr. Kress and Mr. Stegman indicated Mr. McNutt's proposal would require further discussion.

Mr. Slevin discussed the outstanding invoices and the discussion in February 2012 for the employers to share in paying the outstanding expenses. Mr. Kress advised that they would discuss the matter and advise the Union Trustees.

III. NEXT MEETING DATE AND ADJOURNMENT

After discussion, the Trustees selected April 27, 2012 at 10:00 a.m. as their next meeting date in the Landover office of Associated Administrators, LLC.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Ira Kress, Secretary

MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND

4301 GARDEN CITY DRIVE
SUITE 201
LANDOVER, MARYLAND 20785-2210
TELEPHONE: (301) 459-3020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE MID-ATLANTIC RETAIL FOOD INDUSTRY JOINT LABOR MANAGEMENT FUND HELD ON APRIL 27, 2012 IN LANDOVER, MARYLAND

The following Trustees were present:

Union Trustees

T. McNutt - Chairman
T. Goins

Employer Trustees

I. Kress - Secretary
F. Stegman

Also present were:

H. Burton – Morgan, Lewis & Bockius, LLP
W. Jensen - Associated Administrators, LLC
M. Nelson - G. Macy Nelson
B. Slevin – Slevin & Hart, P.C.

I. CALL TO ORDER

The meeting was called to order.

A. TRUSTEE RESIGNATION

Mr. Jensen reported that Donna Gwin had resigned her position as a JLM Trustee. It was noted that the Employers had appointed Frank Stegman to replace Ms. Gwin.

II. ATTORNEY'S REPORT

Mr. Slevin discussed the Waugh Chapel case.

III. ADMINISTRATIVE MANAGER'S REPORT

Mr. Jensen reviewed the administrative manager's report for the fourth quarter 2011, noting income of \$2, expenses of \$74,531, and a net bank balance of \$14,118, as of December 31, 2011.

A. Contract Renewal

Mr. Jensen presented the request for renewal of the administration agreement between the Fund and Associated Administrators, LLC. He requested an increase in the fees of 3.5% for the year beginning January 1, 2012, 3.5% for the year beginning January 1, 2013, and 3% for the year beginning January 1, 2014. He reviewed justification for the fee increase, including the cost of doing business, salary, health care, pension increases, investments in technology, and a likely increase in the responsibilities of the oversight of the accounting function after the termination of the executive director. He noted the current rate was \$1,766 per month. The request was \$1,828 per month effective January 1, 2012, \$1,892 per month effective January 1, 2013, and \$1,949 per month effective January 1, 2014. After discussion,

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

RESOLVED to approve the three-year extension of the administrative contract at a fee increase of 3.5% effective January 1, 2012, 3.5% effective January 1, 2013, and 3% effective January 1, 2014.

IV. INVOICES

The Trustees reviewed the list of invoices dated April 27, 2012. It was noted 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 April 27, 2012 were approved for payment.

V. OTHER FUND BUSINESS

A. Employer Remittance

Mr. Jensen reported that the invoices for the JLM contributions had been sent to the participating employers on April 12, 2012.

Mr. Jensen noted that he had received correspondence indicating that Giant had voluntarily agreed to contribute an additional \$65,968.23 and Safeway had agreed to contribute an additional \$33,381.52.

B. G. Macy Nelson

The Trustees welcomed G. Macy Nelson to the meeting. He submitted a proposal, as well as a proposed budget. He noted that his service would be providing technical assistance for JLM projects. Mr. Nelson noted that his firm would be able to work with 1,000 Friends of Maryland, a smart growth group.

The Trustees reviewed Mr. Nelson's proposed budget and noted that monitoring it would require periodic

input from Associated Administrators regarding the quarterly financial information.

VI. NEXT MEETING DATE AND ADJOURNMENT

After discussion, the Trustees selected July 18, 2012 at 2:00 p.m. as their next meeting date in the Landover office of Associated Administrators, LLC.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Ira Kress, Secretary

ADMINISTRATIVE MANAGER'S REPORT

**JOINT LABOR
MANAGEMENT TRUST
FIRST QUARTER 2012**

ADMINISTRATIVE MANAGER'S REPORT

EXPENSES
FIRST QUARTER 2012

Expenses

Category	Amount
Administration ¹	\$0
Director Salary	\$0
Payroll Taxes	\$0
Miscellaneous ¹	25,363
Total	\$25,363

Miscellaneous

Category	Amount
Bonding & Insurance	38
Legal	25,000
PNC	30
Telephone	295
Total	\$25,363

¹SEVERAL 2011 INVOICES ARE PENDING APPROVAL

QUARTERLY RECAPS
2012

Income	First 2012	Second 2012	Third 2012	Fourth 2012	Total
Contributions	\$22,124	\$0	\$0	\$0	\$22,124
Interest	1	\$0	\$0	\$0	1
Total Income	\$22,125	\$0	\$0	\$0	\$22,125

Expenses					
Administration	\$0	\$0	\$0	\$0	\$0
Director Salary	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$0	\$0	\$0	\$0	\$0
Miscellaneous	25,363	\$0	\$0	\$0	25,363
Total Expenses	\$25,363	\$0	\$0	\$0	\$25,363

Total Income	\$22,125	\$0	\$0	\$0	\$22,125
Total Expenses	\$25,363	\$0	\$0	\$0	\$25,363
Surplus (Deficit)	(\$3,238)	\$0	\$0	\$0	(\$3,238)
Fund Reserve	\$10,344				

QUARTERLY RECAPS
2011

Income	First 2011	Second 2011	Third 2011	Fourth 2011	Total
Contributions	\$0	\$366,131	\$0	\$0	\$366,131
Interest	9	8	9	2	28
Total Income	\$9	\$366,139	\$9	\$2	\$366,159

Expenses					
Administration	\$5,298	\$5,298	\$5,298	\$3,532	\$19,426
Director Salary	20,596	22,313	24,029	15,447	82,385
Payroll Taxes	1,819	1,707	1,838	1,182	6,546
Miscellaneous	56,306	114,270	112,648	54,370	337,594
Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951

Total Income	\$9	\$366,139	\$9	\$2	\$366,159
Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951
Surplus (Deficit)	(\$84,010)	\$222,551	(\$143,804)	(\$74,529)	(\$79,792)
Fund Reserve	\$11,300	\$233,474	\$91,101	\$14,118	

**JOINT LABOR
MANAGEMENT TRUST
SECOND QUARTER 2012**

ADMINISTRATIVE MANAGER'S REPORT

EXPENSES
SECOND QUARTER 2012

Expenses

Category	Amount
Administration ¹	\$12,734
Director Salary ²	\$5,836
Payroll Taxes	\$446
Miscellaneous ³	193,827
Total	\$212,843

Miscellaneous

Category	Amount
Accounting/Auditing	\$8,533
Auto/Travel	\$435
Consulting	12,518
Court Fees	500
Legal	168,091
Meeting	164
PNC	280
Postage	1
Printing	1,197
Rent	2,108
Total	\$193,827

¹ Second Quarter includes Admin fees for 12/11 to 6/12

² Salary thru 12/6 and 2wks vacation

³ Bills for 2011 and 2012

**QUARTERLY RECAPS
2012**

Income	First 2012	Second 2012	Third 2012	Fourth 2012	Total
Contributions	\$22,124	\$362,301	\$0	\$0	\$384,425
Interest	\$1	\$1	\$0	\$0	2

Total Income	\$22,125	\$362,302	\$0	\$0	\$384,427
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Expenses					
Administration ¹	\$0	\$12,734	\$0	\$0	\$12,734
Director Salary ²	\$0	\$5,836	\$0	\$0	\$0
Payroll Taxes	\$0	\$446	\$0	\$0	\$0
Miscellaneous ³	25,363	\$193,827	\$0	\$0	219,190

Total Expenses	\$25,363	\$212,843	\$0	\$0	\$231,924
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Total Income	\$22,125	\$362,302	\$0	\$0	\$384,427
Total Expenses	\$25,363	\$212,843	\$0	\$0	\$231,924
Surplus (Deficit)	(\$3,238)	\$149,459	\$0	\$0	\$152,503

Fund Reserve	\$10,344	\$127,798		
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¹ Second Quarter includes Admin fees for 12/11 to 6/12

² Salary thru 12/6 and 2wks vacation

³ Bills for 2011 and 2012

**QUARTERLY RECAPS
2011**

Income	First 2011	Second 2011	Third 2011	Fourth 2011	Total
Contributions	\$0	\$366,131	\$0	\$0	\$366,131
Interest	9	8	9	2	28

Total Income	\$9	\$366,139	\$9	\$2	\$366,159
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Expenses					
Administration	\$5,298	\$5,298	\$5,298	\$3,532	\$19,426
Director Salary	20,596	22,313	24,029	15,447	82,385
Payroll Taxes	1,819	1,707	1,838	1,182	6,546
Miscellaneous	56,306	114,270	112,648	54,370	337,594

Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951
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Total Income	\$9	\$366,139	\$9	\$2	\$366,159
Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951
Surplus (Deficit)	(\$84,010)	\$222,551	(\$143,804)	(\$74,529)	(\$79,792)

Fund Reserve	\$11,300	\$233,474	\$91,101	\$14,118	
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**JOINT LABOR
MANAGEMENT TRUST
THIRD QUARTER 2012**

ADMINISTRATIVE MANAGER'S REPORT

**EXPENSES
THIRD QUARTER 2012**

Expenses

Category	Amount
Administration	\$5,484
Director Salary	
Payroll Taxes	
Total	\$5,484

Miscellaneous

Category	Amount
Legal	\$34,790
PNC	30
Rent	3,821
Total	\$38,641

**QUARTERLY RECAPS
2012**

Income	First 2012	Second 2012	Third 2012	Fourth 2012	Total
Contributions	\$22,124	\$362,301	\$36,000	\$0	\$420,425
Interest	\$1	\$1	\$3	\$0	\$5

Total Income	\$22,125	\$362,302	\$36,003	\$0	\$420,430
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Expenses					
Administration ¹	\$0	\$12,734	\$5,484	\$0	\$18,218
Director Salary ²	\$0	\$5,836	\$0	\$0	\$5,836
Payroll Taxes	\$0	\$446	\$0	\$0	\$446
Miscellaneous ³	25,363	\$193,827	\$38,641	\$0	257,831

Total Expenses	\$25,363	\$212,843	\$44,125	\$0	\$282,331
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Total Income	\$22,125	\$362,302	\$36,003	\$0	\$420,430
Total Expenses	\$25,363	\$212,843	\$44,125	\$0	\$282,331
Surplus (Deficit)	(\$3,238)	\$149,459	(\$8,122)	\$0	\$138,099

Fund Reserve	\$10,344	\$127,798	\$151,553	
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¹ Second Quarter includes Admin fees for 12/11 to 6/12

² Second Quarter Salary thru 12/6 and 2wks vacation

³ Second Quarter Bills for 2011 and 2012

QUARTERLY RECAPS
2011

Income	First 2011	Second 2011	Third 2011	Fourth 2011	Total
Contributions	\$0	\$366,131	\$0	\$0	\$366,131
Interest	9	8	9	2	28

Total Income	\$9	\$366,139	\$9	\$2	\$366,159
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Expenses					
Administration	\$5,298	\$5,298	\$5,298	\$3,532	\$19,426
Director Salary	20,596	22,313	24,029	15,447	82,385
Payroll Taxes	1,819	1,707	1,838	1,182	6,546
Miscellaneous	56,306	114,270	112,648	54,370	337,594

Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951
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Total Income	\$9	\$366,139	\$9	\$2	\$366,159
Total Expenses	\$84,019	\$143,588	\$143,813	\$74,531	\$445,951
Surplus (Deficit)	(\$84,010)	\$222,551	(\$143,804)	(\$74,529)	(\$79,792)

Fund Reserve	\$11,300	\$233,474	\$91,101	\$14,118	
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INVOICES

MID-ATLANTIC RETAIL FOOD INDUSTRY
JOINT LABOR MANAGEMENT FUND
INVOICES

DECEMBER 20, 2012

1. **A & R Associates,Ltd.**

11/20/12	Renewal of Directors and Owners Policy for the period	\$	6,727.00
	11/01/12 – 11/01/13		

2. **Associated Administrators, LLC**

12/11/12	Stationary Bill Back	\$	82.87
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3. **A T & T**

12/01/11	Phone bill	\$	142.49
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4. **American Solution for Business**

11/11/11	Yard Signs – LaPlata	\$	1,093.19
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Oscar Beisevt

5.	11/15/11	Oscar Beisevt	\$	500.00
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6. **The Casey Group**

09/30/11	DC – September 2011	\$	2,500.00
11/09/11	DC – October 2011		2,500.00
12/05/11	DC – November 2011		2,500.00
01/02/12	DC – December 2011		2,500.00
01/20/12	DC – January 2012		2,500.00

7. **Andrew C. Ferster**

12/07/11	Legal work performed 10/11 and 11/11	\$	856.55
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8. **G. Macy Nelson**

03/26/12	Walmart – Site Plan	\$	2,449.30
03/26/12	Wegmans – Howard County		2,773.47
03/26/12	Walmart – La Plata		4,429.65

03/26/12	Walmart – City	4,315.84
03/26/12	Walmart – PUD	3,652.24
03/26/12	WTC – Federal	158.05
03/26/12	Walmart – D.C.	496.31
03/26/12	Wegmans – PIA	3,915.64
03/26/12	Walmart – Ward 6	1,807.00
03/26/12	Montgomery County Community Benefits	625.00
03/26/12	Wegmans – Fairfax	377.50
03/26/12	Germantown – SMA	10,213.24
03/26/12	Anne Arundel County Rezoning	9,562.50
03/26/12	Wegmans – Howard County	5,370.11
03/26/12	Walmart Site Plan	1,909.97
03/26/12	Walmart –PUD	545.07
03/26/12	Reisterstown Rezoning	5,977.50
03/26/12	Baltimore City Walmart Cert Petition	2,241.02
05/04/12	Walmart – Baltimore City, PUD, Cert Petition	63.08
05/04/12	Anne Arundel County Comprehensive Rezoning Application	16,763.70
05/31/12	Google News Search	1,365.00
05/31/12	Reisterstown Rezoning	13,773.00
05/31/12	Discovery regarding applications for zoning charges	900.00
05/31/12	Walmart – D.C.	4,351.21
05/31/12	Discovery regarding applications for development permits	5,240.00
05/31/12	Germantown – SMA Court of Special Appeals	2,529.81
05/31/12	Citizen work	1,860.00
06/07/12	Anne Arundel County Rezoning – Court of Special Appeals	1,607.28
07/05/12	Discovery regarding applications for development permits	5,345.70
07/05/12	Anne Arundel County Rezoning – Court of Special Appeals	353.80
07/05/12	Discovery regarding applications for zoning changes	2,548.80
07/31/12	Queen Anne’s County Rezoning	6,000
08/09/12	Anne Arundel County Rezoning - Court of Special Appeals	4,407.80
	Discovery regarding applications for development permits	
	Citizen Work	
08/09/12	Anne Arundel county Rezoning- Court of Special Appeals	569.35
08/09/12	Discovery regarding applications for zoning changes	1,695.15
08/09/12	Discovery regarding applications for wetlands permits	945.00
08/09/12	Citizen Work	405.00
08/13/12	Walmart –Baltimore City PUD, Cert Petition	5,532.59
09/06/12	Woodmore Towne Center – Wetlands	45.05
11/01/12	Germantown SMA – Court of Special Appeals	3,736.96
11/01/12	Reisterstown Rezoning (Solo Cup)	16,235.46
11/01/12	Walmart - DC	12,451.78

9. **Torrey Jacobsen**

01/01/11	Salary through 12/6/11	2,653.99
01/01/11	Vacation Pay (2 Weeks)	4,506.40

10. **Morgan, Lewis & Bockius**

11/07/11	For services rendered - 09/11	\$	3,272.50
02/13/12	For services rendered - 11/11		667.82
04/25/12	For services rendered - 12/11		3,043.00
06/12/12	For services rendered - 01/12		3,663.28
06/19/12	For services rendered - 02/12		1,302.00
06/20/12	For services rendered - 04/12		1,240.00
06/25/12	For services rendered - 05/12		1,364.00
07/17/12	For services rendered - 06/12		2,481.80
08/20/12	For services rendered - 07/12		1,488.00

11. **PMA**

12/11/11	Rent - December 2011	\$	516.67
01/12/12	Rent - January 2012		530.39
02/12/12	Rent - February 2012		530.39
03/12/12	Rent - March 2012		530.39
09/01/12	Rent - April, May, June, July, August, & September 2012		3,821.49

12. **Public Policy Partners**

12/01/11	Prince George's County	\$	2,518.29
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13. **Salter & Company**

12/06/11	2010 Audit Work	\$	8,532.57
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14. **Slevin & Hart, P.C.**

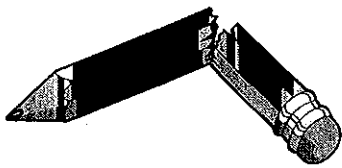
11/14/11	For services rendered through 10/31/11	\$	6,293.26
12/20/11	For services rendered through 11/30/11		22,170.00
01/18/12	For services rendered through 12/31/11		8,495.41
03/13/12	For services rendered through 01/01/12 - 02/29/12		7,319.86
04/12/12	For services rendered through 03/31/12		3,425.72
05/24/12	For services rendered through 04/30/12		13,480.37
06/15/12	For services rendered through 05/31/12		5,418.61
07/19/12	For services rendered through 06/30/12		7,571.53
08/16/12	For services rendered through 07/31/12		3,099.46
09/17/12	For services rendered through 08/31/12		2,940.50
11/21/12	For services rendered through 10/31/12		1,608.33

15. **The Hartford**

02/01/12	Balance due on Workers Compensation Policy -- 09/01/10 -- 09/01/11	\$	38.00
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16. **Travel/Miscellaneous Expense Reimbursement**

11/11	T. Jacobsen -- Lodging, Meals and Transportation -- 11/11	\$	598.23
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MEETING NOTES

[illegible]