UFCW Unions &
Contributing Employers
Legal Benefits Fund

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MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE UFCW UNIONS AND CONTRIBUTING EMPLOYERS LEGAL BENEFITS FUND DECEMBER 15, 2016 IN NATIONAL HARBOR, MARYLAND

The following Trustees were present:

UNION TRUSTEES
M. Federici - Secretary
J. Harrison

EMPLOYER TRUSTEES
D. Gwin - Chairperson

Also present were:

M. Buckberg – Bond Beebe
D. Clutts – Associated Administrators, LLC
J. Ianniello – Associated Administrators, LLC
W. Jensen – Associated Administrators, LLC
S. Sanchez – Slevin & Hart, P.C.
B. Slevin – Slevin & Hart, P.C.
L. Walsh – Associated Administrators, 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 on September 27, 2016, which were previously circulated and,

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 September 27, 2016 are approved as presented.

III. FINANCIAL REPORT

A. PNC Bank

Ms. Clutts reviewed the PNC Summary of Activity report for the period January 1, 2016 through November 30, 2016, which had been previously circulated. Such report indicated a beginning market value of $138,129, earnings of $336, receipts of $464,530, and disbursements of $479,418, producing an ending market balance of $123,577 as of August 31, 2016.

B. AUDITOR'S REPORT

The Trustees welcomed Mr. Leech and Mr. Buckberg of Bond Beebe to the meeting. Mr. Buckberg reviewed the Financial Statements for the year ended December 31, 2015, which had been previously circulated. Such report indicated a beginning balance of $75,742, net investment income of -$110 and employer contributions of $526,696, producing a total income of $526,586. Expenses included $446,047 in benefit expense and $71,315 of operating expenses, producing a total expense of $517,362. This resulted in an increase of the net assets available for benefits of $9,224. In addition, there was a net decrease in fees payable to legal service providers of $425.00, producing net assets available for benefits over benefit obligations as of December 31, 2015 of $9,649. Mr. Buckberg then reviewed the Notes to the Financial Statements and the Schedule of Employer Contributions. He noted that this was an unmodified opinion, previously referred to as an "unqualified" opinion.

Mr. Buckberg said the 2015 IRS forms 5500 and 990 were filed timely.

The Trustees thanked the representatives from Bond Beebe for their report and they were excused from the remainder of the meeting.

IV. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2016

Ms. Clutts reviewed the Administrative Manager's report for the third quarter 2016, which was previously circulated. Such report indicated employer contributions of $124,087 and interest and dividend income of $79, producing a total income of $124,166 for the period. Expenses included $112,286 of benefit related expenses and $26,960 in operating expenses, producing a total expense of $139,246. This resulted in a net deficit of $15,080

for the quarter. Ms. Clutts noted that contributions were made on behalf of 1,889 participants for the quarter.

Ms. Clutts reported that there were no delinquencies for the quarter.

VI. INVOICES

Ms. Clutts presented a list of invoices dated December 15, 2016. She noted there were no additions, deletions, or changes to the list, and all invoices represented proper Fund expenses.

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

RESOLVED that the invoices on the list dated December 15, 2016 are approved for payment.

VII. NEXT MEETING DATE AND LOCATION

The Trustees discussed the need for meeting frequency. They decided to hold a meeting once per year. After discussion, the Trustees selected April 20, 2017 as their next meeting date in Baltimore, Maryland.

VIII. ADJOURNMENT

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

Respectfully submitted,
Mark Federici – Secretary