UFCW & FELRA SCHOLARSHIP FUND

AGENDA

JULY 23, 2020

I. CALL TO ORDER

II. MINUTES (pg. 1 - 4)
   A. REGULAR MEETING – APRIL 16, 2020

III. FINANCIAL REPORT (pg. 5)
   A. PNC REPORT

IV. ATTORNEYS' REPORT

V. ADMINISTRATIVE MANAGER'S REPORT – (1Q20) (pg. 6 - 9)

VI. INVOICES (pg. 10)

VII. OTHER FUND BUSINESS
   A. MISCELLANEOUS CORRESPONDENCE

VIII. NEXT MEETING DATE AND LOCATION – OCTOBER 22, 2020

IX. ADJOURNMENT

MINUTES

United Food and Commercial Workers
and Food Employers Labor Relations Association
Scholarship Fund

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Sparks, Maryland 21152-9451
Telephone: (410) 683-6500
(800) 638-2972
www.associated-admin.com

A Program of the
FELRA and UFCW
VEBA Fund

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Landover, Maryland 20785-2361
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MINUTES OF THE MEETING OF THE COMMITTEE MEMBERS
OF THE UFCW & FELRA SCHOLARSHIP FUND
VIA TELECONFERENCE
APRIL 16, 2020

The following Committee Members were present:

Union Committee Members
J. Chorpenning, Chairman
N. Jacobs

Employer Committee Members
M. Goble
S. Ridore

Also present were:

Y. Anwar - UFCW Local 400
D. Dosenbach - Safeway, Inc.
L. DuVall - Associated Administrators, LLC
M. Federici - UFCW Local 400
A. Hanson - UFCW Local 400
J. Hack - UFCW Local 27
J. Harrison - UFCW Local 27
N. Hill - UFCW Local 27
T. Hipkins - UFCW Local 27
C. Hoffmann - UFCW Local 400
D. Jensen - Associated Administrators, LLC
W. Jensen - Associated Administrators, LLC
M. Kreps - Groom Law Firm
E. Masten - UFCW Local 27
C. McDonough - Investment Performance Services
R. McKnight - Associated Administrators, LLC
C. Murphy - Associated Administrators, LC
J. Paradis - Twin Circles Consulting
S. Sanchez - Slevin & Hart, P.C.
R. Sichel - Investment Performance Services
B. Slevin - Slevin & Hart, P.C.
L. Walsh - Associated Administrators, LLC
M. Wilson - UFCW Local 27

I. CALL TO ORDER

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

II. MINUTES

The Committee Members reviewed the minutes of the last regular meeting held on September 24, 2019, which were previously circulated.

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

RESOLVED, to approve the minutes of the last regular meeting held on September 24, 2019 as presented.

III. FINANCIAL REPORT

A. PNC Bank

Mr. Jensen presented the PNC Summary of Activity report for the period January 1 through December 31, 2019. Such report indicated a beginning market value of $170,851, earnings of $11,271, zero receipts, and disbursements of $63,242, producing an ending market value of $118,880 as of December 31, 2019.

B. Investment Performance Services ("IPS")

The Committee Members welcomed Mr. Rich Sichel and Mr. Chris McDonough of IPS to the meeting.

1. Preliminary Performance Report – February 29, 2020

Mr. Sichel presented a Preliminary Performance report as of February 29, 2020. Such report indicated a beginning market value of $116,087, net cash flow of a negative $3,012, and a net investment change of negative $809, resulting in an ending market value of $112,266 for the period ending February 29, 2020.

2. Asset Allocation

Mr. Sichel said that due to the size of the Fund, the need for liquidity, and to reduce risk, IPS recommended full redemption of the Fund's real estate and equity investment portfolios, with the redemption proceeds allocated to Segall, Bryant & Hamill ("SBH"). He said the increased allocation to SBH is expected to be within the Investment Policy's asset allocation range.

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

RESOLVED, to recommend approval of a full redemption of the Fund's real estate and equity investment portfolios, with the proceeds allocated to SBH.

Mr. Sichel advised that IPS recommended that the investment policy be amended to reflect a 70% allocation to Investment Grade Fixed Income and a 30% allocation in Short Duration High Yield Fixed Income.

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

RESOLVED, to recommend approval of amending the Investment Policy to reflect a 70% allocation to Investment Grade Fixed Income and a 30% allocation to Short Duration High Yield Fixed Income.

Mr. Sichel stated that he will report on the Fund's long-term expected risk/return at the next regular meeting.

The Committee Members thanked the representatives of IPS for their report and they were excused from the meeting

IV. ADMINISTRATIVE MANAGER'S REPORT

A. Third Quarter 2019

Mr. Jensen presented the Administrative Manager's Third Quarter 2019 Report. Such report indicated total income of $769 and total expenses of $27,190, producing a net deficit of $26,421 for the third quarter.

B. Fourth Quarter 2019 Report

Mr. Jensen presented the Administrative Manager's Fourth Quarter 2019 Report. Such report indicated total income of $746 and total expenses of $12,363, producing a net deficit of $11,617 for the first quarter.

V. INVOICES

Mr. Jensen presented a list of invoices dated April 16, 2020. It was noted there were no additions, deletions or changes to the list.

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

> **RESOLVED, that the invoices on the list dated April 16, 2020 are recommended for approval as presented.**

VI. OTHER FUND BUSINESS

A. 2020 Scholarship Awards

Mr. Jensen reported that four scholarship awards, in the amount of $2,500 each, had been approved by the Scholarship Committee between meetings.

VII. NEXT MEETING DATES AND LOCATIONS

The Committee Members selected July 24, 2020 as the next regular meeting date, immediately following the meetings of the companion VEBA and Legal Funds.

VIII. ADJOURNMENT

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

Respectfully Submitted,

Linda DuVall

20851206v1

FINANCIAL REPORT

UFCW & FELRA VEBA SCHOLARSHIP FUND
SUMMARY OF ACTIVITY
JANUARY 1, 2020 to JUNE 30, 2020

Item	**Amount**
Market Value 01/01/2020	$118,880
Earnings	($274)
Receipts	$0
Disbursements	($29,185)
Market Value 6/30/2020	$89,421

PNC BANK, NA

ADMINISTRATIVE MANAGER'S REPORT

UFCW AND FELRA

SCHOLARSHIP FUND

FIRST QUARTER 2020

ADMINISTRATIVE MANAGER'S REPORT

EXPENSES
FIRST QUARTER 2020

Scholarships Awarded

Scholarship		$0
FICA		0

Total		$0

Expenses

Category		Amount
Administration		$8,562
Miscellaneous		2,934

Total		$11,496

Miscellaneous

Category		Amount
Conference		$2,125
Legal		116
PNC		1
Postage		4
Printing		679
Telephone		9

Total		$2,934

QUARTERLY RECAPS
2020

Income	First 2020	Second 2020	Third 2020	Fourth 2020	Total
Contributions	$0				$0
Interest	421				421
Miscellaneous	0				0

Total Income	$421	$0	$0	$0	$421

Expenses					
Scholarship	$0				$0
FICA	0				0
Administration	8,562				8,562
Miscellaneous	2,934				2,934

Total Expenses	$11,496	$0	$0	$0	$11,496

Total Income	$421	$0	$0	$0	$421
Total Expenses	$11,496	$0	$0	$0	$11,496
Surplus (Deficit)	($11,075)	$0	$0	$0	($11,075)

Total Recipients	0				0

Fund Reserve	$104,073			

QUARTERLY RECAPS
2019

Income	First 2019	Second 2019	Third 2019	Fourth 2019	Total
Contributions	$0	$0	$0	$0	$0
Interest	964	220	769	746	2,699
Miscellaneous	0	0	0	0	0
Total Income	$964	$220	$769	$746	$2,699

Expenses					
Scholarship	$0	$0	$15,000	$0	$15,000
FICA	0	0	1,148	0	1,148
Administration	8,240	8,562	8,562	8,562	33,926
Miscellaneous	1,958	1,352	2,480	3,801	9,591
Total Expenses	$10,198	$9,914	$27,190	$12,363	$59,665

Total Income	$964	$220	$769	$746	$2,699
Total Expenses	$10,198	$9,914	$27,190	$12,363	$59,665
Surplus (Deficit)	($9,234)	($9,694)	($26,421)	($11,617)	($56,966)

Total Recipients	0	0	6	0	6

Fund Reserve	$161,817	$154,210	$129,163	$118,868

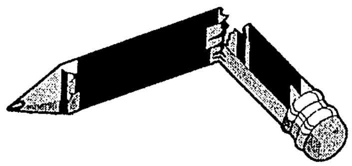
INVOICES

UFCW & FELRA SCHOLARSHIP FUND
INVOICES

JULY 23, 2020

1. **GROOM LAW GROUP**

05/29/20	Professional services rendered for the period ending April 30, 2020	$	222.75



MEETING NOTES