Essentials of Multiemployer Trust Fund Administration

June 1-5, 2020
International Foundation Training Center
Brookfield (Milwaukee), Wisconsin

Register by April 20 to Save $300!

www.ifebp.org/essentialsme
Essentials of Multiemployer Trust Fund Administration

Essentials of Multiemployer Trust Fund Administration prepares you for success in trust fund administration. Designed for all levels of administrators, this program provides critical information and updates for all aspects of multiemployer trust fund administration. Stay up to date on the legal requirements and develop a supportive peer network with this highly rated program. Class size is limited to support an interactive educational environment.

Who Should Attend

- Recently promoted supervisors or administrators
- Those who seek advancement
- Lead administrative staff and managers
- Account representatives
- Staff new to benefits
- New staff providing professional support services to multiemployer clients

Registration Includes

- Lunch and refreshment breaks
- Comprehensive take-home materials
- Networking opportunities with participants

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**PROGRAM AT A GLANCE**

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<th>Day</th>
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<th>Session</th>
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<td><strong>Monday, June 1</strong></td>
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<td>8:30 a.m.-3:30 p.m.</td>
<td>Legal and Regulatory Environment</td>
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<td>3:30-4:30 p.m.</td>
<td>Overview of Insurance for Funds, Trustees and Administrators</td>
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<td><strong>Tuesday, June 2</strong></td>
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<td><strong>Wednesday, June 3</strong></td>
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<td>8:30 a.m.-12:00 noon</td>
<td>Investments</td>
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<td>1:00-4:30 p.m.</td>
<td>Managing People</td>
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<td><strong>Thursday, June 4</strong></td>
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<td>8:00-11:30 a.m.</td>
<td>Accounting</td>
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<td>12:30-4:00 p.m.</td>
<td>Fundamentals of Health Plans</td>
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<td>8:30-11:30 a.m.</td>
<td>Communicating Change and Essential Information</td>
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**Training Facility and Hotel Accommodations**

All training sessions are held at the International Foundation Training Center in Brookfield, Wisconsin. Located just west of downtown Milwaukee, the International Foundation headquarters provide a secluded yet convenient location. Hotel accommodations are provided by the DoubleTree by Hilton Hotel Milwaukee/Brookfield, located less than one mile from the training center. A complimentary shuttle is provided for transportation between the hotel and training center.
Monday, June 1

8:15-8:30 a.m.  
**Registration**  
(International Foundation Training Center)

8:30 a.m.-3:30 p.m.  
**Legal and Regulatory Environment**
- Fiduciary obligations
- Legislative and regulatory framework
- Governing documents
- Reporting and disclosure requirements
- Preemption issues
- Fiduciary responsibility
- Due diligence
- Collection environment
- Key cases

3:30-4:30 p.m.  
**Overview of Insurance for Funds, Trustees and Administrators**
- ERISA bonding requirements
- Fiduciary liability coverage
- Limitations and exclusions
- Other coverage

**Jani K. Rachelson**  
Partner  
Cohen, Weiss and Simon LLP  
New York, New York

**Lisa M. Gomez**  
Partner  
Cohen, Weiss and Simon LLP  
New York, New York

5:00-6:00 p.m.  
**Welcome Reception**  
(DoubleTree Hotel)
Tuesday, June 2

8:30 a.m.-4:00 p.m.

**Fundamentals of Pension Plans**

- Defined benefit, defined contribution and annuity plans
- Typical plan designs
- Funding
- Actuarial valuation and its role
- Vesting and other ERISA requirements
- Payout options
  - Joint and survivor
  - Lump sums
- PBGC requirements
- Nondiscrimination testing
- Early retirement
- Case study exercise

**Peter M. Rosene, Esq.**
Shareholder
Reinhart Boerner Van Deuren s.c.
Minneapolis, Minnesota
Wednesday, June 3

8:30 a.m.-12:00 noon

**Investments**
- Risk vs. return
- Investment terminology
- Asset classes
- Basics of asset allocation
- Development of investment objectives/policies
- Economically targeted investments
- Connection to plan liabilities
- Trustee-directed vs. participant-directed investment management
- Roles of money manager/consultant/portfolio manager
- Monitoring results

**Russel D. Kamp**
Managing Director
Ryan ALM
Midland Park, New Jersey
Wednesday, June 3 (cont.)

1:00-4:30 p.m.

Managing People

• Team dynamics
• Motivation
• Coaching and feedback
• What to say and how to say it
• Conducting performance reviews
• Direction in organization and time management skills
• Opportunity to share and discuss the issues you face

Additional information pertaining to legal issues in staff management in the fund will be provided as a takeaway to attendees.

Moira J. Kelly
President
Kelly Consulting LLC
New Berlin, Wisconsin

“The Essentials program was a great experience for both learning from the professionals and peer consulting. I would recommend it to anyone.”

Kevin Cope, CEBS, NECA-IBEW
Welfare Trust Fund
Decatur, Illinois
Thursday, June 4

8:00-11:30 a.m.

**Accounting**
- Overview of financial records and procedures
- Understanding financial statements
- Employer and employee accounting
- Collection of employer contributions
- Self-payments/investment earnings and valuations
- Pension accounting
- Overview of SOP 92-6
- Audit controls

**Lawrence R. Beebe, CPA**
Partner
WithumSmith+Brown, PC
Bethesda, Maryland

12:30-4:00 p.m.

**Fundamentals of Health Plans**
- Types of plans (HMO/PPO/POS/PSO)
- General characteristics
- Coordination of benefits
- Managed care terms
- Funding mechanisms
- Plan design issues
- Data collection/reporting
- Overview of HIPAA

**Christopher E. Brecht, GBA, RPA**
Chief Executive Officer
Carday Associates
Columbia, Maryland
Friday, June 5

8:30-11:30 a.m.

Communicating Change and Essential Information

- Necessary information/messages
- Maintaining privacy
- Written/verbal communication
- Electronic communication
- Investment education
- Supporting a customer service environment
- Staff training

Tupper Hillard
Senior Consultant
SLiM Communications
Phoenix, Arizona
RELATED READING


*Eighth Edition*

Lawrence R. Beebe
*(International Foundation)*

The essential reference tool for trustees, administrators and others who serve multiemployer benefit plans, this book includes a collection of practical chapters covering:

- Fiduciary responsibility
- Plan design and financing
- Plan administration
- Actuarial considerations
- Investment management
- Liability insurance
- Accounting
- and much more.

2017. Item #7761.

$128 (Members: $85) Price includes shipping and handling.

Additional information at www.ifebp.org/trusteehandbook.
REGISTRATION/2020
Essentials of Multiemployer Trust Fund Administration

Attendee Information (Please print clearly)

Individual ID# or CEBS® ID# ____________________________  M.I.____  Last name ________________________________
Employer _____________________________________________________________________________________
Title _________________________________________________________________________________________
Address _____________________________________________________________  
City _____________________________  State/Province _______  Country _______  ZIP/Postal code ____________
Phone _____________________________  Business  Home  Mobile
Email _______________________________________________________________________________________
Form completed by ____________________________  Phone ______________________________

Not a Member? Join Now and Save! Visit www.ifebp.org/join for current rates.
☐ Individual $325  ☐ Organizational $1,065

Registration Information

Bill to organization name ____________________________
Bill to organization ID # ____________________________
Badge name ________________________________________  Badge title _____________________________
Special assistance—specify ____________________________
Special dietary requirements—specify ____________________________

Essentials of Multiemployer Trust Fund Administration
(#14-2014)
June 1-5, 2020 | Brookfield (Milwaukee), Wisconsin
Until April 20  ☐ $2,635  ☐ $2,935
After April 20  ☐ $3,185  ☐ $3,485

Hotel

Please contact the hotel directly for reservations.
Mention the International Foundation for special rate until May 4, 2020.
After that date, reservations and rate will be based on availability.
DoubleTree by Hilton Hotel Milwaukee/Brookfield, 18155 W. Bluemound Rd., Brookfield, WI 53045
Reservations phone: (262) 792-1212; hotel fax: (262) 792-1201
Daily rates: $127 single/double plus tax (includes breakfast and in-room internet)

Continuing Education Credit
The International Foundation will apply for CE credit based on requests indicated below.

☐ Actuary  ☐ Attorney  ☐ CFP  ☐ CIMA  ☐ CPA  ☐ HRCI  ☐ Insurance producer*  ☐ SHRM  ☐ Other, specify

Licensed in the state(s) of ___________________  License/NPN/BAR/CPA # ____________________________

*Preapproval of programs/seminars is required in ALL insurance states. This process can take up to 90 days. Late requests could preclude insurance producers from earning credit. NOTE: Requests made for CE credit on this form do not guarantee administration of credit.

Payment Must Accompany Order

Cancellations fees apply. See www.ifebp.org/policies.
Make check payable to International Foundation.

☐ Check # ____________________________  $ ____________________________
Credit card # ____________________________
Exp. date ____________________________
Cardholder’s name (print) ____________________________

Question? Email edreg@ifebp.org, or phone (888) 334-3327, option 2.

13.4M-120
Session Titles

• Legal and Regulatory Environment
• Overview of Insurance for Funds, Trustees and Administrators
• Fundamentals of Pension Plans
• Investments
• Managing People
• Accounting
• Fundamentals of Health Plans
• Communicating Change and Essential Information

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