

From: Karen Giles [karen.giles@meritain.com]
Sent: Wednesday, July 13, 2011 2:37 PM
Subject: 11th Annual Administration Meetings of the Egyptian Trust 7/13/11
Attachments: Employer Individual Health Plan Election Form 3-31-11.pdf; REVISED 11th Annual Administration Meeting Invitation 2011.pdf



This email is being sent to all of the Superintendents, Board of Managers Members and Bookkeepers we have on file for the Egyptian Trust. If you received this email in error please forward to the appropriate party and contact Krista Breakfield at the Metro East Service Office of Meritain Health to update the contact information.

Dear Participating Employer Group ~

Thank you to those of you who have already responded to the invitation to the 11th Annual Administration Meetings of the Egyptian Trust. We are sending a reminder along with the attached documents to those of you a) may not have yet responded or b) who may need to change your reservation or head count of those who will be attending one of the meetings. Attached are the following documents. If you are unable to attend, we respectfully request you complete the attached form indicating as such so we know you received the form. If you have a new Superintendent, Bookkeeper, Business Manager, etc. within your employer group we ask that you email the corrected information to Krista.Breakfield@meritain.com at your earliest convenience.

1. Invitation to the 11th Annual Administration Meetings
2. Participating Employee Health Plan Election Form - As most of you know, this is a REQUIRED form and must be completed each year. If we do not receive this form by 7/15 you can expect a weekly email requesting this information. It is critical that we are made aware of the Health Plans will you be offering in the upcoming plan year and your chosen effective date for changes made during the Open Enrollment period. Please review this information and respond accordingly.

Also, keep in mind that this annual meeting is the place for you to hear from all of the Egyptian Trust contracted vendors in addition to details about the upcoming benefit and/or plan changes and premium changes. We hold this interactive meeting in order to educate you so you, in turn, may educate your membership.

If you have any questions, comments, or suggestions please do feel free to contact me directly. We look forward to another successful year with you!

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