

From: Karen Giles [karen.giles@meritain.com]
Sent: Thursday, April 07, 2011 4:30 PM
Subject: 11th Annual Bookkeeper/Administration Meetings
Attachments: 11th Annual Administration Meeting Invitation 2011.pdf; Employer Individual Health Plan Election Form 3-31-11.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 ~

It's time to mark your calendars and get ready for the 11th Annual Administration Meetings! Attached to this email you will find the following documents:

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!