

**From:** Karen Giles [karen.giles@meritain.com]  
**Sent:** Friday, May 04, 2012 2:43 PM  
**Subject:** 12th Annual Bookkeeper/Administration Meetings  
**Attachments:** 12th Annual Administration Meeting Invitation 2012.pdf; Employer Individual Health Plan Election Form 2012.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 for the 12th Annual Administration Meetings!  
Attached to this email you will find the following documents:

1. Invitation to the 12th Annual Administration Meetings  
Please make note the first meeting normally held in Effingham has been changed to Pana, IL. We were unable to secure the Effingham location due to another convention going on at that time. We hope this new location will be convenient for those who previously attended the Effingham meeting and possibly even more of you in the vicinity.
2. Participating Employer 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.

This communication will also be posted on the secure site of [www.egtrust.org](http://www.egtrust.org). You only need enter your username and password to gain access to all historical communications from Meritain Health or the Egyptian Trust.

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!

Karen L. Giles  
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