

16th Annual Bookkeeper/Administration Meeting Invitation

Please mark your calendars to attend one of the interactive sessions where we will discuss the daily administration of your Employee Benefit Plan. We strongly encourage your Bookkeeper, Superintendent, Business Manager, Human Resources Dept., Payroll Staff, to attend. The meeting agenda will follow. If there are particular items of interest please let us know via the Meeting Suggestions/Comments section below or email to Yvonne.Gamble@meritain.com.

Given the widespread locations of the participating schools, we have arranged three meeting dates in an effort to better accommodate your schedules and reduce your driving time.

PLEASE WATCH YOUR EMAIL FOR FOLLOW UP INFORMATION ABOUT THE MEETING.

Special Note to those who are new to the Egyptian Trust or haven't attended this meeting in the past –

This is a great time to not only learn about the daily employer responsibilities as a Trust Participating District but a time to visit with your peers, gain insight to all the Trust product offerings, get your questions answered, and meet all of the vendors who handle administration of all the Egyptian Trust programs. It is interactive and informal but **very** informative. If you have any questions about the content or advantages of attending, please feel free to reach out to the other Egyptian Trust Participating Employers and get their feedback!

This is a meeting you don't want to miss~

We Hope To See You All There!

We kindly request you complete this form listing all who will attend by name and return it to us as soon as possible in order to ensure we have adequate supplies to accommodate all attendees. Please respond at your earliest convenience to:

Yvonne.Gamble@meritain.com

Fax: 888.525.2799

District: _____

All Attendee Names: _____

Meeting Suggestions/Comments: _____

Wednesday, July 27, 2016
9:00am–no later than 2:00pm

Thelma Keller Convention Ctr.
1202 N. Keller Dr.
Effingham, IL 62401

Phone: 888.875.5115

No. of Attendees: _____

Thursday, July 28, 2016
9:00am–no later than 2:00pm

Kokopelli Golf Course
1527 Champions Drive
Marion, IL 62959

Phone: 618.997.1814

No. of Attendees: _____

Friday, July 29, 2016
9:00am–no later than 2:00pm

Four Points by Sheraton
319 Fountains Parkway
Fairview Heights, IL 62208

Phone: 618.622.9500

No. of Attendees: _____

_____ I regret our school/
district is unable to attend.

**Breakfast and lunch will be
provided.**