

## 16<sup>th</sup> 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](mailto: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](mailto: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.**