

MEMO# 6796

March 27, 1995

COMMITTEE MEETING

March 27, 1995 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 22-95 RE: COMMITTEE MEETING _____ The next meeting of the Transfer Agent Advisory Committee will be held on Friday, April 28 at the offices of the Investment Company Institute in the David Silver Conference Room on the 12th floor. The Institute is located at 1401 H Street, NW, Washington, DC. The meeting will begin at 9:30 am, lunch will be served and the meeting will conclude at approximately 3:00 pm. The remaining meeting dates for 1995 for this committee are Thursday, July 27 and Friday, October 20. All meetings will be held at the ICI. For those committee members requiring overnight accommodations, a block of rooms has been reserved at the Willard Inter-Continental Hotel for Thursday, April 27. The hotel is located at 1401 Pennsylvania Avenue. The telephone number is 202/628-9100; please indicate that you are with the Investment Company Institute when making your reservations. Please note that rooms in this hotel have been blocked for the evening prior to our committee meetings in July and October also. We would also like to invite committee members to please join us for dinner at 7 pm on Thursday, April 27 at the Notte Luna restaurant. The restaurant is located at 809 15th Street, NW and is just a few blocks from the Willard. Please indicate on the attached form if you will be attending the meeting and/or the dinner. Also, if you have any agenda items, please note them on the bottom of the form. Responses should be faxed to Jana Bullard at 202/326-5853. Please return your responses by Friday, April 7. Finally, we would like committee members to consider and be prepared to discuss new projects for the committee to work on this year. If you have an issue or topic which you believe would be of interest for a committee project please be prepared to discuss it at the meeting in April. If you wish to discuss your ideas prior to the meeting, please contact Cynthia Jones at 617/772-3930. An agenda will be mailed two weeks prior to the meeting. We look forward to seeing you in April! Cynthia Jones Justine Phoenix Colonial Investors Service Center, Inc. Director/Operations- Chair - Transfer Agent Advisory Committee Transfer Agency MEETING RESPONSE FORM TRANSFER AGENT ADVISORY COMMITTEE MEETING FRIDAY, APRIL 28, 1995 Name: Firm: I will attend the meeting on April 28 YES S)))) NO S))))))Q I will attend dinner on April 27 YES S))))- NO S))))))Q AGENDA ITEMS S))Q S))))))))))))))))A KEYBOARD() E2KEYBOARD() E2KEYBOARD() E FIELD(VP)