

**MEMO# 2663**

April 3, 1991

## **AGENDA FOR NEXT MEETING; MINUTES OF LAST MEEETING**

April 3, 1991 TO: SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 8-91 RE: Agenda for Next Meeting; Minutes of Last Meeeting

Enclosed, along with the minutes of the Winter 1991 meeting, is a preliminary agenda for the upcoming Spring meeting of the Share- holder Communications Committee on Tuesday, April 23, 1991, at the Madison Hotel in Washington, DC, beginning at 12:30 pm with a joint luncheon with the Public Information Committee and ending at about 4:30 pm. Please call me with any comments or suggestions for either the agenda or the minutes. Also enclosed is an updated committee mailing list. For those of you who were unable to attend the Winter meeting, I have included one of the handouts that summarizes committee presentations given over the past five years. At the last meeting, committee members reaffirmed the importance of these presentations compared to proposed alternatives (see the minutes for more detail). Should any of you wish to volunteer for future presentations, please call me (202/955-3538) or committee chair Anne Patenaude (617/742-7825). You should have already received a registration form and information about the other marketing and research committee meetings and optional dinners scheduled during the week of April 21 (Shareholder Communications Committee No. 7-91). As always, you are welcome to attend any other committee meeting as a visitor. If you have not already registered for these meetings, please contact Connie Creswell (202/955-3531) at the Institute as soon as possible. We look forward to seeing you. Sue Duncan Enclosures cc: Marketing Committee