

MEMO# 13555

May 30, 2001

MEETING NOTICE -- JULY 18-19, 2001

[13555] May 30, 2001 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 40-01 RE: MEETING NOTICE -- JULY 18-19, 2001 The next meeting of the Transfer Agent Advisory Committee will be held on Wednesday and Thursday, July 18 and 19, 2001 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin with "shop talk" discussions and committee projects on Wednesday afternoon from 3:00 p.m. to 5:00 p.m. Our Thursday session will begin at 9:00 a.m. and conclude at approximately 2:00 p.m. Breakfast and lunch will be served Committee Dinner The Committee dinner will be held Wednesday, July 18, 2001 at Olives, 1600 K Street, NW, Washington, D.C. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. Hotel Accommodations A block of rooms at the Grand Hyatt, Washington, D.C., located at 1000 H Street, NW, Washington, D.C., has been reserved for the evening of July 18th at a rate of \$159 standard single/\$189 double. To make reservations, please call the hotel at (202) 582-1234 and ask for a room in the Investment Company Institute-Transfer Agent Advisory Committee Meeting room block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE AS ROOMS ARE LIMITED. All reservations must be guaranteed by either a valid credit card or one night's deposit by June 20, 2001 to receive the room block rate. Reservations not cancelled by 4:00 p.m. 24 hours before arrival will be billed one night and room tax. Agenda Items/Committee Projects We need your input on "shop talk" discussion items and agenda items for the meeting. Please use the attached form to list your ideas and suggestions or e-mail Kathy Joaquin (kjoaquin@ici.org) or Cynthia Jones (cjones@lib.com). Our experience indicates that if the topics are circulated in advance, the value of the discussion is considerably enhanced. 2Fax Response Form by June 20, 2001 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than June 20, 2001, to Misty Phillips at the Investment Company Institute. The fax number is (202) 326-5853 and you can reach Misty at (202) 326-5852 or at mphilip@ici.org. It is important that all committee members complete and fax back the form regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. Cynthia Jones Kathleen C. Joaquin Liberty Funds Services, Inc. Director - Transfer Agency Chair & International Operations Transfer Agent Advisory Committee Attachment Attachment (in .pdf format)

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