

MEMO# 13237

March 9, 2001

1) NEW COMMITTEE CHAIRPERSON 2) MEETING NOTICE - APRIL 26, 2001

[13237] March 9, 2001 TO: OPERATIONS COMMITTEE No. 7-01 RE: 1) NEW COMMITTEE CHAIRPERSON 2) MEETING NOTICE - APRIL 26, 2001 The Institute is pleased to announce that Jan Clifford, President of MFS Service Center, Inc., has agreed to succeed Bill Smith as the Institute's Operations Committee chairperson. As many of you know, Jan has long been an active contributor to ICI's operations programs and activities and she brings a wealth of experience and industry knowledge to the role. Please join us in welcoming Jan as your new chairperson. Please mark your calendar for the next committee meeting which will take place on Thursday, April 26, 2001 in the David Silver conference room on the twelfth floor of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting is scheduled to begin at 10:00 a.m. and is expected to conclude by approximately 3:00 p.m. Continental breakfast and lunch will be provided. For your convenience, we have reserved a block of rooms at the Crowne Plaza Hotel for the night of Wednesday, April 25 at the rate of \$169 for single/double occupancy. The Crowne Plaza Hotel is located at 14th and K Streets, N.W. To make a reservation, please call the hotel at 202/682-0111 or 800/637-3788 by March 26 and ask for a room in the ICI/Investment Company Institute block of rooms. A committee dinner is also being arranged for the evening of April 25th at DC Coast located at 1401 K Street, NW (opposite the Crowne Plaza). Please help us determine the head count for the dinner reservation by filling out the attached response form and returning it to us via fax (202/326-8314) soonest. Also, please complete the section of the form requesting profile information and areas of topical interest. Knowing your scope of responsibility and any special interests will help us develop relevant agendas for future meetings. We will discuss the results of this inquiry at the April 26 meeting. A preliminary agenda is enclosed. We look forward to seeing you in Washington. Donald J. Boteler Vice President Operations & Training Attachments