

MEMO# 3037

August 22, 1991

AGENDA FOR NEXT MEETING; MINUTES OF LAST MEETING

August 22, 1991 TO: SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 25-91 RE: Agenda for Next Meeting; Minutes of Last Meeting

Enclosed, along with the minutes of the Spring 1991 meeting, is a preliminary agenda for the upcoming Fall meeting of the Shareholder Communications Committee on Wednesday, September 11, 1991, at the Mayflower Hotel in Washington, DC, beginning at 12:30 pm with a joint luncheon with the Public Information Committee and ending at 5:00 pm. In addition to our featured presentations by committee members, we will also hear from Dorothy John, a communications consultant and coauthor with Price Waterhouse of a recent survey of mutual fund printing costs. Please call me with any comments or suggestions for either the agenda or the minutes. Also enclosed is an updated committee mailing list. You should have already received a registration form and information about the other marketing committee meetings and optional dinners scheduled during the week of September 9 (Shareholder Communications Committee No. 21-91). As always, you are welcome to attend any other committee meeting as a visitor. If you have not already registered for these meetings, please do so as soon as possible. We look forward to seeing you again. Sue Duncan Assistant Vice President Director of Publishing Enclosures cc: Marketing Committee

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