

**MEMO# 9381**

November 4, 1997

## **JANUARY, 1998 EXECUTIVE COMMITTEE AND BOARD OF GOVERNORS MEETINGS**

[9381] November 4, 1997 TO: BOARD OF GOVERNORS No. 58-97 RE: January, 1998  
Executive Committee and Board of Governors Meetings

The  
Institute's Executive Committee and Board of Governors Winter meetings will be held January 26-28, 1998 at the Four Seasons Resort, Nevis. The Executive Committee program will begin on Monday, January 26 and the Board will meet on both Tuesday and Wednesday mornings. A tentative agenda, including various committee meetings and dinners, is attached for your reference. A more detailed schedule of events including optional activity information for you and your guest will be sent in December. The Four Seasons Resort Deluxe Ocean Front room rate is \$550. Suites can be confirmed based upon availability. Public ferries and taxis are available for those arriving at either St. Kitts or the Nevis airport, however service may be erratic. Reliable transportation is provided by the resort (St. Kitts launch - \$65 per person/round trip; Nevis airport transfer - \$50 per person/ round trip). The Institute will handle all room reservations for members of the Board. Coordination of your transportation to Nevis and hotel transfers requires detailed information about your travel plans. Therefore, please complete the enclosed registration form and mail or fax it to Ms. Reece Thompson, Director of Conferences and Meetings, as soon as possible. Please do not call the hotel directly to make your accommodation request. We will confirm your reservation several weeks prior to the meeting. We also request that you update or complete the enclosed Board of Governors Profile form which will enable us to retain important information that will help us in handling your registration for this meeting as well as for future meetings of the Board. The information will be kept in complete confidence. Please return the profile form to Reece Thompson. I look forward to seeing you in January.  
Matthew P. Fink President Enclosures

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