

MEMO# 6223

September 16, 1994

ADVANCE NOTICE OF OPERATIONS COMMITTEE MEETING - MARCH 18, 1995

September 16, 1994 TO: OPERATIONS COMMITTEE NO. 26-94 RE: ADVANCE NOTICE OF
OPERATIONS COMMITTEE MEETING - MARCH 18, 1995

We are providing advance notice that the March 1995 meeting of the Operations Committee will be held on Saturday, March 18, 1995 (8:00 am - 12:00 pm) at Marriott's Desert Springs which is located at 74855 Country Club Drive, Palm Desert, California 92260. As you know, the Operations Committee meets each year prior to the annual Mutual Funds and Investment Management Conference, co-sponsored by the Federal Bar Association (FBA) and Commerce Clearing House, Inc. (CCH). This year the CCH Conference will begin on Monday, March 20. In previous years, Operations Committee members have had difficulty in registering at the CCH conference hotel. To avoid this, we have made arrangements with CCH conference coordinators to provide committee members a priority in obtaining rooms in the conference hotel. However, you will be required to act promptly upon receipt of the FBA/CCH Conference announcement and registration form sometime in November. CCH must receive your registration form and conference fees by mid-December. In order for us to assure Operations Committee members hotel reservations at Marriott's Desert Springs, please complete the attached Meeting Response Form and return it to ICI by Tuesday, November 1st. We must provide a rooming list to the CCH conference coordinators by November 8 so that they can get your names in their computers well in advance. Time is of the essence! 1. Complete the attached Meeting Response Form and return it no later than November 1, 1994 either by fax (202/326- 5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW - 12th floor Washington, D.C. 20005 - 2 - 2. Then when you receive the conference materials from CCH (to be provided to you sometime in November), complete their registration form and return it to them promptly along with the registration fee to: Mutual Funds Conference Commerce Clearing House, Inc. 1 Thorndale Drive San Rafael, CA 94913 The information you will provide to ICI on the attached Meeting Response Form must be the same information that you provide on the CCH registration form (i.e., name, address, hotel arrival and departure dates, type of room, credit card name, number and expiration date). PLEASE NOTE: We are making reservations only for Operations Committee members (or your substitute, if you are not attending the March 18th meeting) who plan to attend the March 18 Operations Committee meeting. Do not provide additional names to us as we cannot make room reservations for persons who are NOT Operations Committee members. If you have any questions, please call me at 202/326-5845 or Agnes at 202/326-5846. Donald J. Boteler Vice President - Operations

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