

MEMO# 1385

September 1, 1989

AGENDA FOR UPCOMING MEETING MINUTES OF PREVIOUS MEETING

September 1, 1989 TO: SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 21-89 RE:
Agenda for Upcoming Meeting Minutes of Previous Meeting

Enclosed, along with the minutes of the Spring 1989 meeting, is a preliminary agenda for the upcoming Fall meeting of the Shareholder Communications Committee on Thursday, September 28, 9:30 am through lunch at the University Club in Washington, DC. Please call me with any comments or suggestions for either the agenda or the minutes. Also enclosed is an updated committee mailing list for those of you who exchange publications. You should have already received a registration form and information about the other marketing committee meetings and optional dinners scheduled during that week (Shareholder Communications Committee No. 19-89). As always, you are welcome to attend the other committee meetings as a visitor. If you have not yet registered, please contact Cathy Barnes at 202/955-3531. For your convenience, the Institute has reserved a block of rooms at the University Club (202/862-8800) and the Crystal Gateway Marriott (703/920-3230), in Arlington, Virginia near National Airport. Please be advised that virtually all the downtown hotels are fully booked during that time due to an international monetary conference. We suggest you make your room reservations as soon as possible. We're looking forward to seeing you. Sue Duncan Enclosures

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