

**MEMO# 9020**

June 27, 1997

## **NOTICE OF MEETING -- SEPTEMBER 14, 1997**

June 27, 1997 TO: OPERATIONS COMMITTEE No. 21-97 RE: NOTICE OF MEETING -- SEPTEMBER 14, 1997

The next meeting of the Operations Committee will take place on Sunday, September 14, 1997 at the Scottsdale Princess Hotel located at 7575 East Princess Drive, Scottsdale, Arizona. The Operations Committee meeting will precede the start of the 1997 Operations Conference which will also be held at the Scottsdale Princess on September 14-17. Please arrive by 12:00 noon for the lunch buffet. The meeting will begin at 12:30 pm and will conclude by 3:00 pm. You will be advised of the meeting room name when we send you the agenda prior to September 14. Attire for the meeting is casual. Conference attendees will be staying at the Scottsdale Princess. If you have not done so yet, we suggest that you make your room reservations now as the hotel is filling up quickly. To make room reservations, please use the enclosed Hotel Room Reservation Form. All reservation requests must be received by the hotel by August 8, 1997. Please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by August 22, 1997 either by fax (202/326-5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW -- 12th floor Washington, D.C. 20005-2148 We look forward to seeing you at Scottsdale! Ralph J. Spuehler, Jr. Donald J. Boteler Chairman, Operations Committee Vice President - Operations & Training Attachment Enclosure

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