

MEMO# 9055

July 9, 1997

MEETING- JULY 24, 1997

July 9, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 32-97 RE: MEETING- JULY 24, 1997 _____ The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 24, 1997. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin at 8:45 am with a continental breakfast and a "shop talk" discussion until 9:30 am. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:00 pm. The committee dinner will be held on Wednesday, July 23 at the Occidental Grill Restaurant located at 1475 Pennsylvania Avenue, N.W. A reception will begin at 6:30 pm in the Truman Room and dinner will follow at 7:00 p.m in the Presidential Dining Room. All participants will be billed for their portion of the dinner. Business casual attire for dinner on July 23; business attire for meeting on July 24. Attached is the meeting agenda and a summary of the April, 1997 committee meeting. Also attached is a list of Transfer Agent Advisory Committee members. We have added email addresses to the committee list. Please contact Beatrice Williar at 202/326-5852 or williar@ici.org if you need to make changes to the committee list or your email address. Institute members may now obtain Transfer Agent Advisory Committee meeting summaries on the Institutes ICINet website (members.ici.org) under Member Services - Committee Information. You must have a password for access to ICINet; password requests can be made through ICINet. Please email (justine@ici.org) or call Justine Phoenix at 202/326-5850 with any additional agenda items or Shop talk issues. We look forward to seeing you in Washington! Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee