

**MEMO# 10985**

May 21, 1999

## **NOTICE OF MEETING - JULY 7, 1999**

[10985] May 21, 1999 TO: BOARD OF GOVERNORS No. 37-99 ADVISORY GROUP ON BEST PRACTICES FOR FUND DIRECTORS RE: Notice of Meeting - July 7, 1999

\_\_\_\_\_ A special meeting of the Board of Governors will be held in the David Silver Conference Room at the Institute at 9:30 AM on Wednesday, July 7, 1999. The meeting is expected to last until approximately 11:30 AM. Lunch will be served following the meeting. The principal purpose of the meeting will be to discuss and act on the recommendations contained in the report of the Advisory Group on Best Practices for Fund Directors. This is one of the most important issues to come before the Board in recent years, and I hope that you will make every effort to attend. If you cannot personally attend, please send a substitute so that a quorum of the Board is assembled. You will receive a copy of the Advisory Group's report and any other appropriate materials prior to the meeting. For your convenience, we are holding a block of rooms at: The St. Regis Washington Hotel (formerly The Carlton Hotel) 16th & K Streets, NW Washington, DC 20006 Hotel Reservation Telephone: (202) 879-6911 Hotel General Telephone: (202) 638-2626 Fax: (202) 638-4231 Standard rooms are available for \$175.00 per night. To ensure that you receive the preferred room rate, please make your reservations before June 15th and mention that you are attending an ICI meeting. Please note that typically there is a heavy demand for hotel rooms in Washington during this period. Therefore, please secure room reservations as soon as possible. Please use the attached response form to indicate whether or not you will be attending the meeting. I look forward to seeing you on July 7th. Matthew P. Fink President Attachment RESPONSE FORM Board of Governors Meeting July 7, 1999 9:30 AM I will attend the Board of Governors Meeting on July 7, 1999. YES NO I cannot attend, but the following individual will substitute for me. \_\_\_\_\_ Name of substitute  
\_\_\_\_\_ Name (Please Print) Kindly return the completed form to Reece Thompson via fax at 202-326-5986.