

**MEMO# 12672**

September 25, 2000

## **MEETING - OCTOBER 15, 2000 - CHANGE IN TIME**

[12672] September 25, 2000 TO: OPERATIONS COMMITTEE No. 24-00 RE: MEETING - OCTOBER 15, 2000 CHANGE IN TIME Please be advised that the time for the meeting of the Operations Committee on Sunday, October 15, 2000 has been changed from 12:00-3:00 p.m. to 8:30-11:00 a.m. Based on comments from committee members, this earlier time is preferable. We regret any inconvenience this change may cause. As you were previously notified, the meeting will be held at the Sheraton San Diego Hotel and Marina located at 1380 Harbor Island Drive, San Diego, CA. The Operations Committee meeting will precede the start of the 2000 Operations Conference which will also be held at the Sheraton San Diego from October 15 to 18. Please arrive by 8:30 for breakfast. The meeting will begin at 9:00 and will conclude by 11:00. You will be advised of the meeting room name when we send you the agenda prior to October 15. Attire for the meeting is casual. If you have not already done so, please confirm your attendance at the meeting by completing the attached Meeting Response Form and returning it by October 2, 2000 either by fax (202/326-8314) 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 in San Diego! William H. Smith, Jr. Donald J. Boteler Pioneering Services Corp. Vice President - Operations Chairman, Operations Committee & Training Attachment Attachment (in .pdf format)