

MEMO# 10575

December 16, 1998

MEETING & TOUR - JANUARY 28 & 29, 1999 MEETING SCHEDULE

[10575] December 16, 1998 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 84-98 RE: MEETING & TOUR - JANUARY 28 & 29, 1999 MEETING SCHEDULE

The next meeting of the Transfer Agent Advisory Committee will be held on Thursday, January 28, 1999, at the Hyatt Regency Hill Country Resort in San Antonio, Texas. We will begin at 8:15 a.m. with a "shop talk" discussion. The meeting will begin at 9:00 a.m. and conclude at approximately 2:30 p.m. Lunch will be served at noon. The committee will tour American Fund Services on Friday morning, January 29 from 8:30 - 10:30 a.m. Committee Dinner The Committee dinner will be held on Thursday, January 28 at Boudro's on the Riverwalk at 421 East Commerce. Transportation will be provided and is scheduled to depart from the hotel lobby at approximately 5:45 p.m. The dinner will begin at 6:30 p.m. Hotel Accommodations and Transportation A block of rooms at the Hyatt Regency Hill Country Resort has been reserved for the evenings of January 27 and 28 at a rate of \$180 single/double. To make a reservation, please call the hotel at 210-647-1234 and ask for a room in the "Investment Company Institute" block. PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE. Reservations at the Hyatt Regency Hill Country Resort must be made no later than January 6, 1999 to secure this rate. We will not be able to assist you in obtaining the ICI rate if you do not make your reservation by this date. A deposit of one night's room and tax will be due from individuals attending the event upon confirmation by the hotel. This must be received no later than the cut-off date of January 6. All deposits for individual room reservations are fully refundable if a room is canceled seven days or more prior to arrival date. We have also arranged with the hotel to block a limited number of rooms at the ICI rate for those of you who wish to extend your trip over the weekend. If you would like to stay at the ICI rate over the weekend, please be sure to indicate this when you make your reservation. The hotel is located at 9800 Hyatt Resort Drive in San Antonio and is 30 miles from the San Antonio International Airport. Transportation by taxi from the airport to the hotel is approximately \$26. Transportation is also provided by Worldtrans Charter that has vans departing from and to the airport and hotel every hour for \$15. We have enclosed a -2- reservation form for completion to guarantee seating on a Worldtrans Van for your convenience. To make arrangements, either call Worldtrans at 210-521-7218 or fax your completed form to them at 210-521-2655. Tour of American Fund Services - January 29 On Friday, January 29, a tour of American Funds Services has been arranged. Transportation will depart from the Hyatt Regency Hill Country Resort at 8:30 a.m. A continental breakfast will be provided by American Funds Services prior to the tour. The tour will begin at 9:00 a.m. and last approximately one and a half hours. Attendees will be transported back to the Hyatt Regency Hill Country Resort immediately following the tour (which is approximately five minutes from the American Funds Services facility). Agenda Items/Committee Projects

We need to get your input on agenda items for the meeting, as well as on future projects the committee should consider. Please use the attached form to list your ideas and suggestion or call or e-mail Cynthia Jones (617-772-23930, cjones@lib.com) or Kathy Joaquin (202-326-5930, kjoaquin@ici.org). Also, since we will be conducting the breakfast shoptalk session on Thursday morning, please be sure to provide your topics in advance. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response Form by January 8 Please assist us in determining who will be attending the meeting by faxing the attached form, no later than January 8, 1999, to Jamie Kodey at the Investment Company Institute. The fax number is 202-326-5853 and you can reach Jamie at 202-326-5852 or at jkodey@ici.org. It is very important that all committee members complete and fax back the form, regardless of whether or not you are attending the meeting. Your cooperation is greatly appreciated. * * *

* * The October 15, 1998 Committee meeting minutes and a preliminary agenda for the January 28, 1999 meeting will be sent to you under separate cover in the near future. Happy Holidays, we look forward to seeing you in San Antonio in January! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachments

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