

**MEMO# 10630**

January 7, 1999

## **SUMMARY OF OCTOBER 15, 1998 MEETING AND 1999 MEETING SCHEDULE**

[10630] January 7, 1999 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 1-99 RE:  
SUMMARY OF OCTOBER 15, 1998 MEETING AND 1999 MEETING SCHEDULE

Attached is a summary of the Transfer Agent Advisory Committee meeting held on October 15, 1998 at the Investment Company Institute. Please mark your calendar for the 1999 meeting schedule as follows: January 28-29 San Antonio, Texas Meeting & Accommodations at Hyatt Regency Hill Country Resort April 22 Washington, D.C. Meeting at ICI - Accommodations at the Grand Hyatt Hotel, (202) 582-1234, Rate \$225. July 22 Washington, D.C. Meeting at ICI - Accommodations at the Capital Hilton Hotel, (202) 393-1000 Rate \$159. October 14 Washington, D.C. Meeting at ICI - Accommodations at the Capital Hilton Hotel, (202) 393-1000 Rate \$179. The April 22 Committee meeting will precede the Operations Committee meeting, which will be held at the Institute on April 23. If you are a member of both the Transfer Agent Advisory and Operations Committees or will substitute for someone else, you may wish to arrange your schedule so that you will be able to attend both meetings. For the April 22 meeting, please contact the Grand Hyatt Hotel directly and ask for a room in the Investment Company Institute block. Reservations at the Grand Hyatt or the Capital Hilton Hotel must be made 30 days prior to your arrival date to secure the preferred rates. If you have any questions regarding the attached minutes or the 1999 meeting schedule, please contact the undersigned at 202-326-5930 or [kjoaquin@ici.org](mailto:kjoaquin@ici.org). Kathleen C. Joaquin Director - Transfer Agency & International Operations Attachments

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