

MEMO# 14524

March 11, 2002

COMMITTEE MEETING; DIRECTORS FORUM

[14524] March 11, 2002 TO: DIRECTOR SERVICES COMMITTEE No. 1-02 RE: COMMITTEE MEETING; DIRECTORS FORUM Committee Meeting The next meeting of the Director Services Committee will be on Tuesday, April 23, 2002, from 4:00 – 6:00 p.m. We will meet at the Hilton Washington in Washington, DC. An agenda and materials will be sent to you in advance of the meeting. Please indicate on the reply form whether you plan to attend the committee meeting. Speakers' Dinner Director Services Committee members are invited to a dinner for all speakers at the Institute's Directors' Forum. The dinner will be held at 6:30 p.m. on Tuesday, April 23, 2002, at Restaurant Nora, 2132 Florida Avenue, NW, Washington, DC, 202/462-5143. Transportation will be provided from the hotel to the restaurant and back. Please indicate on the reply form whether you plan to attend this dinner. Directors' Forum The Directors' Forum will be held on April 24th in Washington, DC. A copy of the final program is enclosed for your information. As in the past, there is no charge for Committee members to attend the forum. If you plan to attend, please indicate this decision on the enclosed form. This will ensure a name tag is available for you and will obviate the need for you to complete the registration form. Reservations If you plan to spend the night at the hotel on April 23rd, please indicate this on the enclosed form and the Institute's conference division will make the necessary reservations. If you have already made a reservation, please let us know so we can transfer the charges to the Institute's master account. We will provide you with your hotel confirmation number prior to the Committee Meeting/Forum date. If you are certain you will not need a room, it would be helpful to know that, as well. Please return the hotel reservation form to us no later than March 26th. Because schedules vary we ask that you make your own travel arrangements. The 2 Institute will reimburse independent directors on the Committee for travel expenses (at coach fare), as well as standard room accommodations at the Committee Meeting/Forum hotel (room & tax). Miscellaneous Materials Included with this mailing are several articles related to the Enron matter that Committee members may find interesting. Two of the pieces were co-authored by Dawn-Marie Driscoll who, in addition to serving as the chair of this Committee, is an Executive Fellow at the Center for Business Ethics, Bentley College. Please call me at (202) 326-5813 if you have any questions. Marguerite C. Bateman Associate Counsel Attachments Attachment no. 1 (in .pdf format)