

**MEMO# 9891**

April 30, 1998

## **MEETING AGENDA MAY 8, 1998**

[9891] April 30, 1998 TO: BANK AND TRUST ADVISORY COMMITTEE No. 6-98 RE: MEETING AGENDA MAY 8, 1998

Enclosed please find the agenda for the Friday, May 8, 1998 meeting of the Bank & Trust Advisory Committee ("BTAC") and the Vendor Advisory Group. The meeting will take place at the Exchange Conference Center which is located at the end of the Boston Fish Pier at 212 Northern Avenue (next to the World Trade Center) in Boston, Massachusetts. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. A dinner has been scheduled for interested committee members the evening of Thursday, May 7, 1998. Committee members attending the dinner should meet in the lobby of the Marriott Long Wharf Hotel at 6:45 p.m. for a short walk to the restaurant. For those people going directly to the restaurant, we will be dining at the Bay Tower Room which is located at 60 State Street (corner of State and Congress). Cocktails will be served from 7:00p.m. followed by dinner at 7:30p.m. The phone number is (617)723-1666. We look forward to seeing you in Boston on May 7th and 8th. Frank Litwin

Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Enclosures Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP May 8, 1998 MEETING AGENDA

1. Introductions Frank Litwin
2. Trust Enhancement for Fund/SERV and Networking A. Trust Processing Guidelines Diane Butler B. Introduction to Trust Processing Diane Butler C. Programming and Testing Status Open Discussion a. Do vendors have full functionality for Trust Indicator and DCC&S? 3. Defined Contribution Processing Guidelines Diane Butler
4. Fund Distributions Processing Task Force John LaMalva
5. Mutual Fund Tax Reporting Task Force Tom Sutter A. Tax Reporting Responsibility 6. ABA Mutual Fund Processing Task Force Update Tom Sutter
7. Mutual Fund Internet Services for Banks and Trusts Frank Litwin
8. Attestation for Non-regulated TPAGs Frank Litwin
9. Automation of Check & Application Business Frank Litwin
10. NSCC Update Scott Seibel
11. DTC Update Brian Scribner
12. ICI Update Diane Butler A. Year 2000 Planning B. European Currency Union Planning C.\* Federal Reserve Board Eases Disclosure Requirements Applicable to Section 20 Subsidiaries
13. Other Business Frank Litwin A. Next Meeting \*Not for discussion