

MEMO# 11459

December 9, 1999

FEBRUARY 3, 2000 TASK FORCE MEETING AND FEBRUARY 4, 2000 COMMITTEE MEETING

[11459] December 9, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 32-99
VENDOR ADVISORY GROUP BTAC ENHANCEMENTS TASK FORCE RE: FEBRUARY 3, 2000
TASK FORCE MEETING AND FEBRUARY 4, 2000 COMMITTEE MEETING

The next meeting of the Bank and Trust Advisory Committee and the Vendor Advisory Group will be held on Friday, February 4, 2000 at the Don CeSar Beach Resort and Spa in St. Petersburg, Florida. The meeting will begin at 8:30 a.m. and will conclude at 1:00 p.m. Following the meeting, there will be a tour of the Franklin Templeton facilities in St. Petersburg, hosted by Stuart Bateman. We have not yet finalized the tour plans, however, it should conclude at approximately 2:30 p.m. We will provide more information shortly on tour times. Also, there will be a meeting of the BTAC Enhancements Task Force on Thursday, February 3rd, also at the Don CeSar's. Lunch will be served at 12:30, the meeting will start at 1:00 and is expected to run until 5:00 p.m. We have reserved a block of hotel rooms for the evening of February 3rd at the Don CeSar Beach Resort at the rate of \$225 single/double. To make reservations please call 1-800-282-1116 and ask for a room in the Investment Company Institute block. You must make your room reservation no later than January 6, 2000 to reserve at the \$225-rate. A limited number of rooms are available at this rate for anyone who wishes to extend their stay over the weekend. The Don CeSar is located on the island of St. Pete Beach at 360 Gulf Boulevard and is approximately 35 minutes by car/cab from the Tampa International Airport. Information regarding the Don CeSar Beach Resort and Spa is available on their website - www.doncesar.com. Please confirm your attendance at the committee meeting, the task force meeting and the tour by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by January 20, 2000 either by fax (202/326-8314) or return mail. Please remember that attendance is limited to Committee/Task Force members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the BTAC/Task Force chairmen or the ICI. We want to get your input for both the February 3rd and 4th meetings agenda. If there are items that you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. We look forward to seeing you in St. Petersburg on February 3 and 4, 2000! Frank Litwin Stuart Bateman Justine Phoenix Chairman - Bank & Trust Chairman - BTAC Director of Operations - Advisory Committee Enhancements Task Force Distribution & Service Attachment

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