

MEMO# 7510

December 22, 1995

MEETING SCHEDULE FOR 1996

December 22, 1995 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 63-95 RE: MEETING SCHEDULE FOR 1996

1996 Transfer Agent Advisory Committee Meeting Schedule The following dates have been scheduled for the 1996 Transfer Agent Advisory Committee meetings: January 26 - Friday USAA - San Antonio, Texas April 24 - Wednesday Investment Company Institute - Washington, DC July 18 - Thursday Investment Company Institute - Washington, DC November 7 - Thursday Investment Company Institute - Washington, DC January 25 Meeting - San Antonio, Texas The next meeting of the Transfer Agent Advisory Committee will be held on Friday, January 26, 1996. The meeting will be held in USAA's McDermott Conference Center in San Antonio, Texas. We will begin at 8:30 am with a continental breakfast and a "shop talk" discussion until 9:15 am. The meeting will begin at 9:15 am; lunch will be served from noon to 1 pm. We anticipate that Keith Lawson, ICI tax counsel will be able to join us in the morning via conference call for a Tax Legislative Update. The meeting will conclude at approximately 2:30 pm. At 2:30 pm a tour of the USAA facilities has been arranged. This tour will conclude at approximately 4:00 pm. We are also arranging for a dinner to be held at Boudro's on the evening of January 25. A reception will be held from 6:30 pm to 7:00 pm and dinner will begin at 7:00 pm. Boudro's is located at 421 E. Commerce Street and is on the River Walk. Dinner attendees will be billed for their share of the total dinner bill. Please indicate your desire to attend this function on the attached form. For your convenience, we have reserved a block of rooms at La Mansion del Rio Hotel located on the River Walk at 112 College Street in San Antonio. To make a reservation, please call the hotel at 210/225-2581 and ask for a room in the Investment Company Institute block. The rates for the hotel are \$145 single/double for a city view or \$189 single/double for a river view. We will arrange for transportation from the hotel lobby to USAA on January 26. The shuttle bus will leave at 7:30 am from La Mansion del Rio. In addition, we will also arrange for shuttle transportation from the meeting site to either the airport or the hotel following both the meeting itself as well as at the end of the tour. Please indicate your preferred shuttle time on the attached form. Agenda Items/Committee Projects We need to get your input on agenda items for the meeting as well as projects for the committee to work on in 1996! Please use the attached form to list your ideas and suggestions or call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850). Also, since we will be conducting the breakfast shop talk session from 8:15 - 9:00 am on January 26, please list your topics or ideas for our breakfast discussion on the attached list. Our experience indicates that if discussion topics are listed in advance the value of the discussion is considerably enhanced. Fax Response form by January 10 Please assist us in determining who will be attending these functions by faxing the attached form no later than January 10 to Natalie Lacireno- Paquet at the Investment Company Institute. The fax number is 202/326-5853. An agenda will be sent two weeks prior to the meeting date. If you have any questions regarding this memo, please contact

Justine Phoenix at 202/326-5850. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee ICI TRANSFER AGENT ADVISORY COMMITTEE MEETING RESPONSE FORM PLEASE FAX THIS FORM NO LATER THAN JANUARY 10, 1996 TO NATALIE LACIRENO-PAQUET AT 202/326-5853. MEETING - JANUARY 26, 1996 USAA - SAN ANTONIO, TEXAS Committee Member Name: (or alternate) Firm: Please indicate whether you will attend the following: January 25 Dinner YES NO Shuttle to USAA at 7:30 am on January 26 YES NO January 26 Meeting YES NO January 26 Tour of USAA YES NO Please indicate your preferred shuttle time: TO HOTEL TO AIRPORT 2:30 pm after meeting 4:00 pm after tour AGENDA ITEMS/COMMITTEE PROJECTS Please list below any agenda items or ideas for projects that the committee should consider for 1996: BREAKFAST SHOP TALK TOPICS: PLEASE FAX TO NATALIE LACIRENO-PAQUET ----- 202/326-5853 BY 1/10/96 4

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