

**MEMO# 10479**

November 13, 1998

## **NOTICE OF MEETING - DECEMBER 15TH**

[10479] November 13, 1998 TO: INTERNAL AUDIT COMMITTEE No. 14-98 RE: NOTICE OF MEETING - DECEMBER 15th

\_\_\_\_\_ A meeting of the Internal Audit Committee has been scheduled for Tuesday, December 15, 1998, at the offices of the Investment Company Institute, 1401 H Street, N.W., Washington, D.C. The meeting will be held from 10:00 a.m. to 3:00 p.m. in the David Silver Conference Room on the 12th floor. Lunch will be served during the meeting. At the meeting, we plan to discuss issues related to the European Monetary Union (i.e., the conversion to a single, uniform currency - the "Euro") and issues related to the Year 2000 Problem. A draft agenda is attached. If there are additional items related to these or other topics you would like to discuss at the meeting, please complete the Suggested Agenda Items section of the attached Attendance Response Form and return to Stephanie Holly either by return mail at the address indicated or by fax (202/326-5839) by December 1, 1998. We look forward to seeing you on the 15th. Barry E. Simmons Assistant Counsel Attachment

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