

**MEMO# 1623**

December 26, 1989

## **AGENDA FOR NEXT MEETING; MINUTES OF LAST MEETING**

December 26, 1989 TO: SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 33-89 RE:  
Agenda for Next Meeting; Minutes of Last Meeting

Enclosed, along with the minutes of the Fall 1989 meeting, is a preliminary agenda for the upcoming Winter meeting of the Shareholder Communications Committee on Thursday, January 18, 1990, at 3:00 pm at The Pointe at Squaw Peak near Phoenix, Arizona. Please call me with any comments or suggestions for either the agenda or the minutes. Also enclosed is an updated committee mailing list for those of you who exchange publications. You should have already received a registration form and information about the other marketing committee meetings and optional dinners scheduled during that week (Shareholder Communications Committee No. 29-89). You may recall that the Winter meetings include a joint session with the Institute's Research Committee. As always, you are welcome to attend any other committee meeting as a visitor. If you have not yet registered for these meetings, please contact Claire Gurnee at the Institute: 202/955-3508. Hotel reservations also need to be made as soon as possible; contact The Pointe at Squaw Peak at 1- 800-528-0428. We look forward to seeing you. Sue Duncan Enclosures

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