

MEMO# 8800

April 15, 1997

MEETING - APRIL 23, 1997

April 15, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 16-97 RE: MEETING - APRIL 23, 1997 _____ The next meeting of the Transfer Agent Advisory Committee will take place on Wednesday, April 23, 1997. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin at 8:45 am with a continental breakfast and a "shop talk" discussion until 9:30 am. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:00 pm. The committee dinner will be held on the evening of Tuesday, April 22 at "701" located at 701 Pennsylvania Avenue, N.W. A reception will be held from 6:30 - 7:00 pm, dinner will begin at 7:00 p.m. All participants will be billed for their portion of the dinner. Business casual attire. Attendees may either walk (seven blocks from the Willard Hotel) or take a taxi to the restaurant. Attached are lists of dinner and meeting attendees. Please review and call Beatrice Williar at the Institute (202/326-5852) to make any corrections. Agenda Items Attached is the April 23 meeting agenda. We have invited two speakers to discuss topics that are of interest to the committee. Iang Jeon is Vice President-Electronic Commerce at Liberty Financial Companies, Inc. and will discuss transactions on the World Wide Web and more specifically, digital certificate technology. He was a speaker at the Institutes conference on "Mutual Funds in an Electronic Environment" which was held in February and will be speaking on electronic distribution at the Institutes General Membership Meeting in May. Andrew Massa, former President of the Securities Transfer Association and now Vice President of Nuveen Investors Service Center will also be joining us. He will discuss the STAMP medallion program. Following each speakers presentation, there will be time for committee members to have an opportunity for discussion as well as a question and answer session with each speaker. We look forward to seeing you on April 23! 2Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee