

MEMO# 12871

November 21, 2000

MARK YOUR CALENDAR - 2001 MEETING SCHEDULE

[12871] November 21, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 60-00 RE: MARK YOUR CALENDAR - 2001 MEETING SCHEDULE The 2001 Transfer Agent Advisory Committee meeting schedule is as follows: January 25-26 Houston, TX April 24-25 Washington, DC July 18-19 Washington, DC October 17-18 Washington, DC Please mark your calendar for the 2001 meeting dates. The January 25th Committee meeting will be hosted by Mary Corcoran at AIM Fund Services, Inc. in Houston, Texas. The Committee will tour AIM on Friday morning, January 26th. Further details regarding the January meeting and tour will be forwarded to you in the near future. Based on the Committee's response to the informal survey circulated at the October meeting, we are changing the format of our regular meetings in April, July and October. The Committee will first meet in the afternoon from 3:00 - 5:00 PM to cover shop talk discussion items and Committee projects. A reception and dinner will follow that evening at 6:30 PM. The following day the Committee will resume it's meeting from 8:30 AM to 1:30 PM allowing sufficient time to cover agenda topics and for outside vendor presentations. We look forward to seeing you next year! Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations

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