

**MEMO# 8460**

December 23, 1996

## **BOARD OF GOVERNORS MEETING, JANUARY 27-29, 1997**

December 23, 1996 TO: BOARD OF GOVERNORS No. 64-96 RE: Board of Governors Meeting, January 27-29, 1997

This memorandum contains information about the Board of Governors meeting at the Scottsdale Princess, Scottsdale, AZ, January 27-29, 1997. I. Board Materials The materials for the Board's business meeting will be mailed to your office by overnight service on January 22, 1997 for delivery January 23. If you want your Board materials sent to another location, please advise Karen Chapin at (202) 326-5829 by January 16, 1997. II. Board Discussion on Wednesday, January 29, 1997 The second day of the Winter Board Meeting traditionally is devoted to discussion of issues facing the industry. This year the Wednesday morning session will start with breakfast at 8:00 am. At 9:00 am we will begin a presentation and group discussion on strategic communications and information technology resources. The session will begin with approximately 30 minutes of presentation by Mssrs. Anthony Oettinger and John Le Gates of the Program on Information Resources Policy of Harvard University. The session will then evolve into a group discussion with the entire Board. Mssrs. Oettinger's and Le Gates' work focuses on how technology can reshape industries. The internet and electronic commerce will be among the topics discussed. The session will end by 11:15 am. III. Board Activities A. Board Dinners For those arriving on Saturday, an "Early Arrivals Dinner" at a local restaurant has been scheduled. Monday night's dinner is scheduled at the hotel and dress is casual. If the weather cooperates, this dinner is typically held outdoors. Please remember to include cool desert evening attire. Tuesday's dinner will be more formal, jackets are suggested for gentlemen. B. Spouses/Guests Breakfasts, Monday, January 27, Tuesday, January 28. There will be an informal breakfast for spouses/guests on Monday, January 27 at 9:00 am in the Cazadores lounge. A shuttle to shopping areas will be available at 10:00 am with return times of Noon and 2:00 pm. There will also be a spouse/guest breakfast briefing Tuesday, January 28 at 9:00 am in the Marquesa Restaurant. The Scottsdale Princess Activities Coordinator will provide an overview of activities, tours and local area points of interest. Immediately after breakfast guests are invited to depart for a private 2 hour tour of the Heard Museum. C. Golf/Tennis Tournaments on Monday, January 27 The Institute will host golf and tennis tournaments on Monday afternoon, January 27. Please complete the attached Activities Response Form if you wish to participate. D. Optional Activities on Tuesday, January 28 An array of leisure activities are available at the hotel. Some choices will require reservations and are listed on the attached Activities Response Form. Selections include horseback riding, desert tour, golf, spa and tennis. Most of these activities are scheduled for 1:00 pm and space is limited. Also attached is a complete agenda of all business and recreational activities planned for

the meeting. I look forward to seeing you in Arizona. Matthew P. Fink President Attachments

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