

**MEMO# 12161**

July 5, 2000

## **PRELIMINARY AGENDA FOR JULY 20, 2000 MEETING**

[12161] July 5, 2000 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 28-00 RE: PRELIMINARY AGENDA FOR JULY 20, 2000 MEETING The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 20, 2000 in the David Silver Conference Room (12th floor) of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. We will begin at 8:15 a.m. with "shop talk" discussion and the meeting is scheduled to begin at 9:00 a.m. and conclude at approximately 2:30 p.m. The Committee dinner will be held on Wednesday, July 19th at Morton's of Chicago restaurant located at 1050 Connecticut Avenue, NW, Washington, DC., located on the corner of Connecticut and L Streets. A reception will begin at 6:30 p.m. and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Attire for the dinner is business casual. If you have not already done so, please assist us in determining who will be attending the meeting and dinner by contacting Trish Weems at 202/326-5852 or [pweems@ici.org](mailto:pweems@ici.org) as soon as possible. A preliminary agenda for the July 20th meeting as well as the minutes from the April 26th meeting is enclosed for your review. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Chairman Director - Transfer Agency Transfer Agent Advisory Committee & International Operations Attachments Attachment no. 1 (in .pdf format)

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