

**MEMO# 13451**

April 27, 2001

## **MINUTES: APRIL 10, 2001 MEETING**

[13451] April 27, 2001 TO: SALES DESK MANAGERS ROUNDTABLE No. 4-01 RE: MINUTES: APRIL 10, 2001 MEETING Enclosed are the minutes from the April 10, 2001 meeting of the Investment Company Institute's Sales Desk Managers Roundtable. Also enclosed are brief summaries from the three breakout sessions that were part of the April 10th meeting. As noted in the meeting minutes, the Roundtable will conduct a brief survey on mutual fund sales desk contact expectations and monitoring processes. This survey will be electronic. Survey results will be provided only to member organizations that complete a survey. More information about this survey, including deadlines, will be sent to you shortly. Please also note that a date and location for the fall 2001 meeting of the Roundtable will be set within the next few weeks, and a meeting notification will then be sent to you. Meanwhile, if you have any questions or would like assistance, please contact me at 202/326-5883 (email: [brenner@ici.org](mailto:brenner@ici.org)). Linda Brenner Director - Operations & Training Enclosures

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