

**MEMO# 16553**

September 17, 2003

## **OCTOBER BOARD MEETING - UPDATED SCHEDULE OF EVENTS**

[16553] September 17, 2003 TO: BOARD OF GOVERNORS No. 47-03 RE: OCTOBER BOARD MEETING - UPDATED SCHEDULE OF EVENTS Attached is an updated schedule of events for the October 3, 2003 Board of Governors meeting. Please note that the first meeting of the Succession Planning Committee has been scheduled for Thursday, October 2nd at 4:00 p.m. The New Governor Orientation that was scheduled that day for 5:00-6:00 p.m. will be rescheduled to take place during the January meetings. The schedule for Friday, October 3rd remains unchanged. Materials for the meeting will be shipped to you next week and should arrive in your office by Friday, September 26th. If you have not done so already, please return the completed response form via fax to Jane Forsythe at 202-326-5986. I look forward to seeing you in October. Matthew P. Fink President Attachments Board of Governors Meeting October 3, 2003 Washington, DC SCHEDULE OF EVENTS THURSDAY, OCTOBER 2 4:00 – 6:00 pm Succession Planning Committee Meeting ICI – David Silver Conference Room (Dow, Driscoll, Hopkins, Meyer, Osborne, Papesch, Putnam, Shames & Executive Committee) 6:30 – 7:30 pm IMPAC Multi-Candidate Fundraising Reception St. Regis Hotel – State Salon 7:00 pm Board Reception & Dinner St. Regis Hotel – Chandelier Room FRIDAY, OCTOBER 3 8:00 – 9:15 am Breakfast discussion groups ICI – Various conference rooms 9:30 am Board of Governors Meeting ICI – David Silver Conference Room 12:00 pm Board Luncheon 2:00 pm Board Meeting Ends Transportation provided to airports/train station Revised RESPONSE FORM Board of Governors Meeting October 3, 2003 I will attend the Board of Governors dinner on October 2, 2003 YES NO I will participate in a Breakfast Discussion Group on October 3, 2003 YES NO I will attend the Board of Governors meeting on October 3, 2003 YES NO Name (Please Print) If you would like us to schedule transportation to the airport or train station at the conclusion of the meeting, please complete the section below: I will need transportation to National airport. I will need transportation to Dulles airport. I will need transportation to Union Station. Depart ICI: Flight/Train Departure Time: I plan to make my own transportation arrangements. Kindly return the completed form to Jane Forsythe via fax to 202-326-5986