

**MEMO# 10703**

February 4, 1999

## **FEBRUARY 12, 1999 MEETING AGENDA AND FEBRUARY 11, 1999 DINNER ARRANGEMENTS**

[10703] February 4, 1999 TO: BANK AND TRUST ADVISORY COMMITTEE No. 4-99 VENDOR ADVISORY GROUP RE: FEBRUARY 12, 1999 MEETING AGENDA AND FEBRUARY 11, 1999 DINNER ARRANGEMENTS

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Enclosed please find the agenda for the Friday, February 12, 1999 meeting of the Bank & Trust Advisory Committee ("BTAC") and the Vendor Advisory Group. The meeting will take place at the Investment Company Institute which is located at 1401 H Street, N.W., 12th Floor, Washington, D.C. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. A dinner has been scheduled for interested committee members the evening of Thursday, February 11, 1999. Committee members attending the dinner should meet at the restaurant for cocktails at 6:30 p.m. We will be dining at M&S Grill which is located at 600 Thirteenth Street, N.W. The phone number is 202/347-1500. We look forward to seeing you in Washington, D.C. on February 11th and 12th. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Enclosure Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP Friday, February 12, 1999 MEETING AGENDA 1. Introductions Frank Litwin 2. Y2K Update and Open Discussion Don Boteler 3. Year-end Tax Reporting Open Discussion 4. Trust Processing Through Fund/SERV and Networking A. Programming and Testing Status Open Discussion B. Trust Processing Issues & Concerns Patti Hamel 5. Defined Contribution Clearance & Settlement Use of Trust Account Number by Trusts and Scott Seibel TPAs for Processing (vs. Fund Account Number) 6. Fund Distributions Processing Task Force Tom Sutter 7. ABA Mutual Fund Processing Task Force Update Tom Sutter 8. NSCC/DTC Mutual Funds Consolidation Lynn Brenman/James DeRubertis 9. NSCC Update Scott Seibel/Brian Scribner A. Mutual Fund Profile Service - Corporate Actions ACATS for Banks 10. ICI Update Diane Butler Retirement Plans Conference B. Proposed Know Your Customer Regulations for Banks C.\* NASAA Approves Model Rules for Sales of Securities at Financial Institutions 11. Other Business Frank Litwin Next Meeting