

**MEMO# 3275**

November 20, 1991

## **MEETING AGENDA -- DECEMBER 5, 1991**

November 20, 1991 TO: TRANSFER AGENT ADVISORY COMMITTEE NO. 54-91 RE: MEETING AGENDA -- DECEMBER 5, 1991

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Attached is the agenda for the next Transfer Agent Advisory Committee meeting. The cocktail reception and dinner will be held on Wednesday, December 4, 1991 at Boudro's Restaurant, 421 East Commerce Street in San Antonio which is a short walk from the La Mansion del Rio Hotel. Cocktails will be served beginning at 6:30 p.m. and will be followed by dinner at 7:30. Each person will be able to choose from the restaurant's complete menu. On Thursday, December 5, 1991 the meeting is scheduled to begin at 8:30 a.m., which is a change from the meeting notice you previously received, in order to allow sufficient time for people to travel home in the afternoon. The meeting will be held at the USAA Federal Savings Bank, Private Dining Room, located on Interstate 10 at Huebner Road in San Antonio, Texas. Lunch will be served and the meeting is expected to continue until approximately 1:30 p.m. In addition, Peggy Schooley of USAA has arranged for a tour of the USAA facilities which will begin after the meeting and should end at approximately 3:30 p.m. Because the hotel where most of you will be staying (La Mansion del Rio Hotel) is some distance from the meeting site, USAA has arranged for shuttle transportation from the hotel lobby at 7:30 a.m. on December 5th. In addition, there will be shuttle transportation from the meeting site to either the airport or the hotel following the meeting itself (at about 1:30 p.m.) as well as at the end of the tour (at about 3:30 p.m.). The meeting notice dated October 15, 1991 (Transfer Agent Advisory Committee No. 49-91) has also been attached for your convenience. If you have not already done so, please call Rita Pemberton at 202/955-3551 to let her know whether or not you will be attending the meeting. Donald E. O'Connor Vice President - Operations Attachments

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