

MEMO# 4276

November 24, 1992

ADVANCE NOTICE OF OPERATIONS COMMITTEE MEETING - MARCH 6, 1993

November 24, 1992 TO: OPERATIONS COMMITTEE NO. 34-92 RE: ADVANCE NOTICE OF
OPERATIONS COMMITTEE MEETING - MARCH 6, 1993

We are providing advance notice that the March 1993 meeting of the Operations Committee will be held on Saturday, March 6, 1993 (8:00 am or 8:30 am) at Marriott's Desert Springs Hotel which is located at 74855 Country Club Drive, Palm Desert, California 92260. As you know, the Operations Committee meets each year prior to the annual Mutual Funds and Investment Management Conference, co-sponsored by The Federal Bar Association (FBA) and Commerce Clearing House, Inc. (CCH). This year, the CCH Conference will be held earlier beginning on Monday, March 8. Please note that in previous years, Operations Committee members have had difficulty in registering at the CCH Conference hotel; so arrangements have been made with CCH conference coordinators to provide committee members a priority in obtaining rooms in the Conference hotel. However, you will be required to act promptly upon receipt of the FBA/CCH Conference announcement and registration form in early December; CCH must receive your registration form and conference fees by December 14. So that you can arrange with your accounting departments to have the conference fee checks ready for mailing with your conference registration form when it arrives, the CCH fees are as follows: \$580 per person - discounted to \$520.00 each for two or more from the same firm, for FBA members and for government employees. (Make the check payable to the Mutual Funds Conference) In order for us to assure Operations Committee members' hotel reservations at Marriott's Desert Springs, please complete the attached Meeting Response Form and return it by fax to Rita Pemberton at 202/293-1058 by Friday, December 4. We must provide a rooming list to the CCH conference coordinators by December 4 so that they can get your names in their computers in advance of December 14. -2- Thus, time is of the essence! 1. Complete the attached Meeting Response Form and return it to Rita Pemberton by fax at 202/293-1058 by December 4; 2. Then, when you receive the conference materials from CCH, complete their registration form and return it to them by overnight mail along with the registration fee (as listed above) by December 14 to: Mutual Funds Conference Commerce Clearing House, Inc. 1 Thorndale Drive San Rafael, CA 94913 The information you will provide to me on the attached Meeting Response Form must be the same information that you provide on the CCH registration form (i.e., name, address, hotel arrival and departure dates, type of room, credit card name, number and expiration date). (PLEASE NOTE: We are making reservations only for Operations Committee members (or your substitute, if you are not attending the March 6th meeting) who plan to attend the March 6 Operations Committee meeting. Do not provide additional names to us as we cannot make room reservations for persons who are NOT Operations Committee members.) If you have any questions, please call me at 202/955-3550 or Rita at 202/955-3551. Donald E. O'Connor

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