

MEMO# 3003

August 13, 1991

SCHEDULE OF COMMITTEE ACTIVITY

August 13, 1991 TO: EMPLOYEES' COMP., BENEFITS & RET. ADV. COMMITTEE NO. 1-91 RE: SCHEDULE OF COMMITTEE ACTIVITY

By resolution of the Executive Committee dated July 11, 1991 the Employees' Compensation, Benefits and Retirement Advisory Committee has been established. The following persons under the terms of the resolution, constitute the membership of the committee: James S. Riepe - Chairman John F. Cogan, Jr. Thomas R. Powers Under the terms of the resolution, the duties of the Employees' Retirement Advisory Committee are transferred to the new committee and the former committee is disestablished. Attached for your information are the relevant extracts from the Institute's retirement plans describing the responsibilities assigned to the committee. The first formal meeting of the Employees' Compensation, Benefits and Retirement Advisory Committee will be held at the Institute at 11:00 am on Wednesday, October 2, 1991, just prior to the regularly scheduled Executive Committee and Board meetings. The purpose of the meeting will be to formulate recommendations to the Executive Committee regarding staff salary increases, bonuses, benefits, and retirement arrangements that are to be embodied in the Institute's budget for FY 1991- 1992 which will be under final review by the Executive Committee that afternoon. Matt Fink will be forwarding his salary and bonus recommendations to members of the committee on September 25 so that we will have an opportunity to discuss them by phone. James S. Riepe Chairman Board of Governors Attachment

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