

MEMO# 8605

February 3, 1997

FEBRUARY 13, 1997 MEETING AGENDA

February 3, 1997 TO: BANK AND TRUST ADVISORY COMMITTEE No. 2-97 RE: FEBRUARY 13, 1997 MEETING AGENDA

Enclosed please find the agenda for the February 13, 1997 meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group. Also enclosed are the revised model Trust Networking and Fund/SERV agreements for your review. The meeting will take place at the AIM Management Group which is located at 11 Greenway Plaza, 25th floor, in Houston, Texas. The meeting will begin at 9:00 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 February 12th. Committee members attending the dinner should meet in the lobby of the Renaissance Houston Hotel at 6:30 p.m. to board a bus for Dave & Busters which is located at 6010 Richmond Avenue (corner of Fountainview & Richmond), Houston, TX. We look forward to seeing you in Houston on February 12th and 13th. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Attachments (in .pdf format) Enclosures Investment Company Institute BANK AND TRUST ADVISORY COMMITTEE VENDOR ADVISORY GROUP FEBRUARY 13, 1997 MEETING AGENDA 1. Approval of October 22, 1996 Meeting Summary Frank Litwin 2. Trust Enhancement for Fund/SERV and Networking A. Trust Users Group/Processing Guidelines Greg Spero & Katie Sevcik B. Trust Networking and Fund/SERV Agreements Katie Sevcik C. Programming Status - Funds, Trusts and Vendors D. Identification of Test Partners E. 1997 Trust Processing Workshop Diane Butler 3. 401k Clearing Service A. Update Frank Litwin B. 401k Late Trading Agreement Frank Litwin 4. Mutual Fund Tax Reporting Task Force Update Rob Morris 5. ABA Mutual Fund Processing Task Force Update Judy Erichsen 6. BDAC Enhancements Committee Update Walt Knorr 7. NSCC Update Greg Spero 8. DTC Update Frank Petrillo 9. ICI Update Diane Butler A. Advisory Opinion Request on Bundled Services Products B. Banking Agencies Propose Qualification Requirements for Banks and Employees Engaged in Certain Securities Transactions C. FDIC Proposes Recordkeeping and Confirmation Requirements for Securities Transactions 10. Other Business/Next Meeting F r a n k Litwin