

MEMO# 13090

January 25, 2001

PARTICIPATION IN APRIL COMMITTEE MEETING AND WORKSHOP FOR NEW FUND DIRECTORS

[13090] January 25, 2001 TO: DIRECTOR SERVICES COMMITTEE No. 2-01 RE: PARTICIPATION IN APRIL COMMITTEE MEETING AND WORKSHOP FOR NEW FUND DIRECTORS The next meeting of the ICI's Director Services Committee will take place on Monday, April 2, 2001. It will be followed on April 3rd by the Institute's Workshop for New Fund Directors. I currently am trying to identify speakers for the workshop program. I will need three independent directors to participate on a panel discussing board meetings -- preparation for the meeting, conducting the meeting, tools to enhance effectiveness and the role of the audit committee. In addition, workshop participants will discuss with other directors at their tables several short scenarios that highlight issues that may be faced by a board. For this exercise I would like to have at least one experienced director at each of the eight tables to assist the new directors. In total, I will need about eleven independent directors as speakers for this program, though there could be some overlap. If you are able to stay after the committee meeting and participate in the workshop program, it would be greatly appreciated. At your earliest convenience, please return the attached form to me indicating whether you 1) will attend the committee meeting on April 2nd and 2) are able to participate in the workshop on April 3rd. If you have an interest in participating in a particular aspect of the program, please add a note to your response. Those members of the committee for whom I had an e-mail address received this memorandum by e-mail. I am experimenting with e-mail as an efficient method of communicating with the committee on certain matters. Committee packets and lengthy attachments will continue to be sent by mail. If you did not receive this memorandum by e-mail but would like to receive future notices in this manner, please send me your e-mail address. Marguerite C. Bateman
Associate Counsel Attachment 2 Attachment (in .pdf format)