

**MEMO# 8544**

January 8, 1997

## **COMMITTEE MEETING - JANUARY 23**

January 8, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 3-97 RE: COMMITTEE MEETING - JANUARY 23

Attached is the preliminary agenda for the next meeting of the Transfer Agent Advisory Committee. The meeting will be held on Thursday, January 23 at the Mark Hopkins Inter-Continental Hotel in San Francisco, CA. The meeting will begin at 8:15 am; lunch will be served at noon. A "shop talk" session will begin at 1:30 and conclude at approximately 2:30 pm. The Mark Hopkins Inter-Continental Hotel is located at Number One Nob Hill (at California and Mason Streets). Lists of meeting attendees, dinner attendees, tour participants, and airport transportation requirements have been attached. Please review the lists to ensure that you are correctly listed and call Beatrice Williar at 202/326-5852 if you need to make a change. Committee Dinner - Thursday - January 23 Dinner will be held at Kuletos Italian Restaurant located at 221 Powell Street (between Geary and O'Farrell Streets). The dinner will be held in the Machiavelli Room. The reception will begin at 6:30 p.m. and dinner will begin at 7 p.m. The restaurant is in Union Square approximately five blocks from the hotel. Attendees may either walk or take a cable car ride to dinner. All participants will be billed for their portion of the dinner. Tour of Franklin Templeton - Friday - January 24 The tour of Franklin Templeton Investor Services on January 24 will begin at 9:30 am. A shuttle bus will pick up tour participants at the Mark Hopkins Inter-Continental Hotel at 8:30 am. The tour lasts two hours. Lunch will be served upon completion of the tour. Shuttle buses will depart from Franklin Templeton to either the airport or the hotel at 12:30 pm. Attire for the meeting, dinner and tour is business casual. We look forward to seeing you in San Francisco. If you have any questions regarding the meeting please call Justine Phoenix at 202/326-5850. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/ Chair - Transfer Agent Advisory Committee Transfer Agency