

MEMO# 10003

June 10, 1998

MEETING NOTICE - JULY 23, 1998

[10003] June 10, 1998 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 29-98 RE:
MEETING NOTICE - JULY 23, 1998

The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 23, 1998. The meeting will be held at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin at 8:45 am with a continental breakfast and a "shop talk" discussion until 9:30 am. The meeting will begin at 9:30 am; lunch will be served at noon. The meeting will conclude at approximately 3:00 pm. The committee dinner will be held on Wednesday, July 22 at McCormick & Schmicks located at 1652 K Street, NW, between 16th and 17th Streets. A reception will begin at 6:30 pm and dinner will follow at 7:00 p.m. All participants will be billed for their portion of the dinner. Business casual attire. For your convenience, we have reserved a block of rooms at the Willard Intercontinental Hotel for the evening of July 22 at the rate of \$200 single/double. The Willard is located at 1401 Pennsylvania Avenue, NW. To make a reservation, please call the hotel at 202/628-9100 and ask for a room in the Investment Company Institute block. You must make your room reservations at the Willard no later than June 22 in order to secure the ICI rate. You may also call Washington, D.C. Accommodations at 1-800-554-2220 if you wish to stay at another hotel. Agenda Items/Committee Projects We need to get your input on agenda items for the meeting, as well as on any projects for the committee to work on! Please use the attached form to list your ideas and suggestions or call Cynthia Jones (617/772-3930) or Justine Phoenix (202/326-5850 or justine@ici.org). Also, as we will be conducting the breakfast shop talk session from 8:45 - 9:30 am, please list any topics or ideas for our discussion on the attached list. Our experience indicates that if discussion topics are listed in advance, the value of the discussion is considerably enhanced. Fax Response by June 22 Please assist us in determining who will be attending the meeting by faxing the attached form to Beatrice Williar at the Investment Company Institute by June 22. Beatrice's fax number is 202/326-5853 and her telephone number is 202/326-5852. An agenda will be sent several weeks prior to the meeting date. We look forward to seeing you in Washington! I will _ I will not _ attend the Transfer Agent Advisory Committee meeting on July 23 in Washington, DC. Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee INVESTMENT COMPANY INSTITUTE TRANSFER AGENT ADVISORY COMMITTEE MEETING JULY 23, 1998 MEETING RESPONSE FORM Name: Firm: Please check here if you plan to attend the committee dinner on July 22 Please check here if you need special services due to a disability or have special dietary requirements. AGENDA ITEMS/COMMITTEE PROJECTS Please list below any agenda items or ideas for projects that the committee should consider: _ PLEASE FAX TO BEATRICE WILLIAR ----- 202/326-5853 BY 6/22/98 _ BREAKFAST SHOP TALK TOPICS:

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