

**MEMO# 8017**

July 1, 1996

## **MEETING--JULY 18, 1996**

July 1, 1996 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 37-96 RE: MEETING--JULY 18, 1996 \_\_\_\_\_ The next meeting of the committee will be held on July 18 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. Attached is the meeting agenda and a list of meeting attendees and dinner attendees. If you have not yet responded to the meeting notice, please do so as soon as possible by calling Natalie Lacrieno-Paquet at 202/326-5852. Dinner - July 17 On Wednesday - July 17, the Transfer Agent Advisory Committee dinner will be held at Kinkeads Restaurant. Kinkeads is located at 2000 Pennsylvania Avenue, NW (between 20th and 21st Streets). The dinner will be held in the Nantucket Room. Reception begins at 6:30 pm and dinner at 7:00 pm. Casual attire is appropriate. A cab to the restaurant from the Willard (or any of the hotels near the ICI) is recommended. Dinner attendees will be billed for their portion of the total dinner bill. Agenda Item - Legal Requirements Please note that at the last TAAC meeting, members were asked to bring their legal or procedural requirements with them. During the January meeting in San Antonio, committee members expressed a desire to review procedures which the group agreed were particularly burdensome and possibly select them for review by a task force. Due to time constraints, we were unable to discuss this topic at the last meeting and agreed to address it at the July meeting. Please come to the meeting prepared to discuss a legal or procedural requirement that you feel should be addressed by a task force for review. Please call Justine at 202/326-5850 or Cynthia at 617/772-3930 if you have any questions regarding this topic. We look forward to seeing you at the meeting! Cynthia Jones Justine Phoenix Chair - Transfer Agent Advisory Committee Director - Operations/ Colonial Investors Service Center Transfer Agency