

MEMO# 10820

March 22, 1999

AGENDA FOR APRIL 19 MEETING; DIRECTORS REGIONAL FORUMS

[10820] March 22, 1999 TO: DIRECTOR SERVICES COMMITTEE No. 11-99 RE: AGENDA FOR APRIL 19 MEETING; DIRECTORS REGIONAL FORUMS

Director

Services Committee Meeting The next meeting of the Director Services Committee is on April 19 at the RIHGA Royal Hotel, 151 West 54th Street, New York, New York. The meeting will begin at 4:00 p.m. and will be followed by dinner at the hotel. Please indicate on the enclosed form whether you plan to attend the Committee meeting and dinner on April 19. A draft agenda for the meeting is attached. Please come to the meeting prepared to discuss the "best practices" you consider essential for every board, as well as practices that may not be essential but may enhance the performance of the board. If you have any written suggestions you'd like other Committee members to see prior to the meeting, please fax them to me at 202/326-5839 and I'll distribute them in advance, along with any other material we may have by then. Directors Regional Forums The Directors Regional Forums are scheduled for April 20 in New York and April 22 in San Francisco. Our sincere thanks to those of you who have agreed to participate in the programs. We invite all members of the Director Services Committee to attend either forum. If you plan to attend, please notify the Institute's Conference Division at 202/326-5968. There will be no registration fee but we will need to include your name on our registration list so that we can send you advance materials. A copy of the forum program, as well as a registration form, are attached for your convenience. Please call me at 202/326-5813 if you have any questions about the Committee meeting or forums. Marguerite C. Bateman Associate Counsel Attachments