

MEMO# 8991

June 17, 1997

MEETING - JULY 24

June 17, 1997 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 27-97 RE: MEETING - JULY 24 _____ The next meeting of the Transfer Agent Advisory Committee will take place on Thursday, July 24, 1997. 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 23 at the Occidental Grill Restaurant located at 1475 Pennsylvania Avenue, N.W. A reception will begin at 6:30 pm in the Truman Room and dinner will follow at 7:00 p.m in the Presidential Dining Room. 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 23 at the rate of \$170 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. Please make your hotel reservation as soon as possible. Reservations at the Willard Intercontinental should be made no later than June 30 to secure this rate. For your convenience, a list of other hotels in the area is attached.

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, 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 or Email Response by July 10 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 July 10. Beatrice's fax number is 202/326-5853 and her telephone number is 202/326-5852. Also, you can email your response I will _ I will not _ attend the Transfer Agent Advisory Committee meeting on July 24 in Washington, DC. to Beatrice at williar@ici.org. An agenda will be sent several weeks prior to the meeting date. We look forward to seeing you in Washington! Cynthia Jones Justine Phoenix Colonial Investors Service Center Director - Operations/Transfer Agency Chair - Transfer Agent Advisory Committee

MEETING RESPONSE FORM Name: Firm: Please check here if you plan to attend the committee dinner on 7/23 at the Occidental. 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 7/10/97 _ BREAKFAST SHOP TALK TOPICS:

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