

MEMO# 8481

December 20, 1996

OCTOBER 22, 1996 MEETING SUMMARY & FEBRUARY 13, 1997 MEETING NOTICE

December 20, 1996 TO: BANK AND TRUST ADVISORY COMMITTEE No. 33-96 RE: OCTOBER 22, 1996 MEETING SUMMARY & FEBRUARY 13, 1997 MEETING NOTICE

Enclosed please find the summary of the October 22, 1996 meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group, along with an updated Committee list and several attachments. The next meeting of the Bank & Trust Advisory Committee and the Vendor Advisory Group will take place on Thursday, February 13, 1997 at the AIM Management Group which is located at 11 Greenway Plaza, 25th Floor in Houston, Texas. The meeting will begin at 10:00 a.m., lunch will be provided and the meeting is expected to continue until approximately 3:00 p.m. For your convenience, we have reserved a block of hotel rooms at the Renaissance Houston Hotel which is located at 6 Greenway Plaza East in Houston, Texas. Please make your own room reservations by calling the Renaissance Houston Hotel at 713/629-1200, no later than January 20, 1997. Indicate that you are with the Investment Company Institute Bank and Trust Advisory Committee to get a room rate of \$99.00 single/double. A dinner will be scheduled for interested committee members the evening of Wednesday, February 12th. Details on the dinner will be forthcoming. Please confirm your attendance at the meeting and dinner by completing the attached Meeting Response Form (whether or not you plan to attend) and returning it to Agnes Thomas by January 20, 1997 either by fax (202/326-5853) or return mail to: Agnes Thomas Investment Company Institute 1401 H Street, NW 12th Floor Washington, D.C. 20005 -2- Please remember, attendance is limited to Committee members or their designated substitutes only. Any exceptions to this policy must be approved in advance by the Committee Chairman and/or the ICI. We want to get your input for the February 13th meeting agenda! If there are items you would like to see on the agenda, please complete the Agenda Items section of the Meeting Response Form. We look forward to seeing you in Houston. Frank Litwin Diane Butler Chairman - Bank & Trust Director - Operations Advisory Committee & Fund Custody Attachments Enclosures