

**MEMO# 10342**

September 30, 1998

## **MEETING - OCTOBER 15, 1998**

[10342] September 30, 1998 TO: TRANSFER AGENT ADVISORY COMMITTEE No. 61-98 RE: MEETING - OCTOBER 15, 1998

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The next meeting of the Transfer Agent Advisory Committee will take place on October 15 at the Investment Company Institute in the David Silver Conference Room on the 12th floor. We will begin with a breakfast shop talk session from 8:45 to 9:30 am. The meeting is scheduled to begin at 9:30 am, break for lunch at noon and conclude at 3:00 pm. The committee dinner on Wednesday, October 14 is at Sam & Harry's - 1200 19th Street, NW (between M and N Streets). The reception will begin at 6:30 pm and dinner at 7:00 pm. Business casual attire. Participants will be billed for their portion of the dinner. Enclosed is a draft agenda, shop talk discussion topics, and lists of meeting and dinner attendees. We look forward to seeing you in Washington. Cynthia Jones Kathleen C. Joaquin Colonial Investors Services Center Director - Transfer Agency Chair - Transfer Agent Advisory Committee & International Operations Attachments

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