

**MEMO# 3320**

December 5, 1991

## **MINUTES OF MEETINGS HELD NOVEMBER 19**

December 5, 1991 TO: HUMAN RESOURCES AND TRAINING WORKING GROUP NO. 3-91 RE: Minutes of Meetings Held November 19

Enclosed are the following reports pertaining to the meetings of the working group and task forces held November 19 in Washington, DC. 1. Minutes of the working group meeting 2. Attendance list for the working group 3. Minutes of the three task force meetings We have also enclosed an updated directory of participants in the working group. Please let Sheila Shamp know of any corrections to the directory. For your information, we mailed the needs assessment survey concerning the compensation and benefits study to all Institute members this week. If you received the copy for your fund complex, please make sure you complete and return it to the Institute as soon as possible. The next meeting of the working group is tentatively scheduled for Wednesday, March 11, 1992 in Washington. More details on the meeting will be sent to you next month. Best wishes for a happy and healthy holiday season. Thomas S. Simmons Vice President-Administration Enclosure

---

**Source URL:** <https://icinew-stage.ici.org/memo-3320>

Copyright © by the Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice.