

MEMO# 11612

February 7, 2000

COMMITTEE MEETING - APRIL 13; WORKSHOP FOR NEW FUND DIRECTORS - APRIL 14

[11612] February 7, 2000 TO: DIRECTOR SERVICES COMMITTEE No. 4-00 RE: COMMITTEE MEETING - APRIL 13; WORKSHOP FOR NEW FUND DIRECTORS - APRIL 14

Committee Meeting The next meeting of the Institute's Director Services Committee is scheduled for April 13th at the St. Regis Hotel in Washington, D.C. At that meeting we will cover recent events affecting directors, including comments on the SEC governance proposal. In addition, we will solicit your suggestions of topics to cover at the Directors Conference next November. Please indicate on the attached form whether you plan to attend the meeting and the dinner following, as well as any additional issues you would like to discuss at the meeting. Workshop for New Fund Directors The Workshop for New Fund Directors will be held on April 14th at the St. Regis Hotel. At the Workshop, groups of directors will act as boards and discuss several case studies. We hope to have experienced directors sit at each table to facilitate the discussions. Committee members' participation in the workshop is encouraged. I appreciate hearing from some of you already about your willingness to assist in the Workshop. If you will be able to participate in the Workshop for New Fund Directors, please mark the attached form. We will schedule a conference call or meeting prior to the Workshop to discuss the mechanics of the sessions. Thank you in advance for your help with this exciting new program. Marguerite Bateman Associate Counsel Attachment