

**MEMO# 16410**

August 4, 2003

## REMINDERS AND SCHEDULE OF UPCOMING EVENTS

[16410] August 4, 2003 TO: DIRECTOR SERVICES COMMITTEE No. 17-03 RE: REMINDERS AND SCHEDULE OF UPCOMING EVENTS

**Reminders Committee Nominations** If you would like to suggest names of directors for consideration for membership on the Director Services Committee, please submit names and resumes to Marguerite or me no later than September 8. We will provide the names, resumes and brief complex data to the Membership Subcommittee. This subcommittee will evaluate the candidates and make recommendations to the full committee at the October meeting. If you have any questions about the nominations process or need additional information, please contact Marguerite or me. Email Delivery The Institute will send out a mailing soon to all directors soliciting email addresses. This will facilitate our move to bi-monthly email communications in lieu of our quarterly newsletter, Board Bulletin. The first edition of Board Update, the name we have given the email notices, is anticipated in October 2003. There are a few committee members who have not supplied email addresses to the Institute. If you would like to receive Board Update, please return the postcard or call Deborah Washington at 202-326-5818.

**Directors' Brochure** We will soon complete the brochure describing the Institute's Directors' Program. Copies of the brochure will be mailed to you under separate cover.

**Schedule of Upcoming Events**

**Conferences and Workshops** The following conferences and workshops are planned for 2003-2004:

- October 15, 2003 Informal Meeting with SEC Staff Time: TBD 2 \*\*Committee members who are interested in attending this meeting with the SEC staff, please let me know. The SEC has suggested that 3-4 independent directors would be an appropriate number.
- Director Services Committee Meeting JW Marriott Washington, D.C. 4:00 - 6:30 pm Dinner to follow at Butterfield 9
- October 16-17, 2003 2003 Directors' Conference JW Marriott Washington, D.C. April 1, 2004
- Director Services Committee Meeting Park Hyatt Hotel Washington, D.C. 4:00 - 6:30 pm Dinner to follow (Location TBD)
- April 2, 2004 New Directors' Workshop Park Hyatt Hotel Washington, D.C. 8:00 am - 5:00 pm
- October 20, 2004 Director Services Committee Meeting JW Marriott Washington, D.C. 4:00 - 6:30 pm Dinner to follow (Location TBD)
- October 21-22, 2004 2004 Directors' Conference JW Marriott Washington, D.C.

**Directors' Chapters** In addition to the formal ICI meetings and programs, you may wish to attend one of the following Directors' Chapter meetings. Please register for a chapter that is convenient to you to ensure you receive notices of meetings. All meetings are listed on the ICI members' website (<http://members.ici.org>).

**Location Dates**

- New York September 16, 2003
- March 2, 2004
- 3 Boston September 29, 2003
- March 16, 2004
- Chicago October 28, 2003
- April 27, 2004
- San Francisco November 6, 2003
- May 11, 2004
- Los Angeles December 9, 2003
- June 8, 2004

**Regional Meetings** The Institute will host two regional luncheon meetings of directors. These will be held in Phoenix and Tampa this year.

- Phoenix, AZ January 21, 2004
- Tampa, FL February 10, 2004

\* \* \* \* James H. Bodurtha Marguerite C.

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