

APPENDIX 102D
Template of Joint Conference Memorandum

OCCU:

TO: Director
Office of Corporate Credit Unions

THRU: Corporate Field Supervisor

FROM: CE

SUBJ: Corporate (Corp) Joint Conference

DATE:

Time , location, and address:

Hotel information, if applicable

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Information about the hotel amenities, rates, per-deim rates, etc.

Confirmation numbers.

Directions from Airport to Hotel

Directions from Hotel to Corporate

Background Information

Discuss number of directors, who attended the exit, and activity levels on the committees.

Discuss the characteristics of the board members e.g., name, position held, affiliated organization, assets size, number of years served, known information concerning the individual, any other pertinent information.

APPENDIX 102D

Template of Joint Conference Memorandum

Supervisory Committee

Discuss the characteristics of the committee members e.g., name, position held, affiliated organization, assets size, number of years served, known information concerning the individual, any other pertinent information.

Other

Discuss any other information deemed appropriate for meeting.