



Mutual Shareholder Services, LLC

Mutual News

Making The Mutual Fund Venture More Practical

Volume 1 Issue 2

July 1 –September 30 2011

Dear Clients,

Current Events

WOW!!!! A big happening since our first newsletter was sent out! Two office buildings went up for sale in the same commercial complex as Mutual Shareholder Services, LLC and MSS is now the proud owner. These sibling buildings will serve as rented commercial space and future office space as we grow.

Ready to Serve

Mutual Shareholder Services would like to welcome Tarkio Funds (July). As the quarter comes to a close we are completing negotiations with several other fund families that would like to utilize our services as soon as possible. We look forward to welcoming each of them in our next news letter.

Meet:



Alana Kaniewski

Alana has been with Mutual Shareholder Services, LLC for five years, and is a graduate of Kent State University with a Bachelor’s degree in Mathematics. She is a Fund Administrator and also handles Blue Sky Registrations for a portion of the mutual funds here at MSS, as well as providing Notary Public services for the company. Alana resides in a greater Cleveland suburb with her two dogs, Bowser and Keiko. In her free time she enjoys acting in local independent films and commercials plus remodeling her house.

Out in the Community

We laced up our favorite walking shoes, grabbed a visor and walked for hope! On July 16, 2011 MSS engaged in “Walk With Me” at the Cleveland Metro Parks Zoo and Rainforest for Easter Seals. Seventeen employees, family, and friends participated to raise money to provide services for individuals with special needs.



Mutual Shareholder Services, LLC is awarded the Inc. 500/5000 Award as one of America’s Fastest Growing Private Companies. This award recognizes Gregory B. Getts, Ph.D. as a “Top Entrepreneur” and the contributions that he and MSS make to the global economy. Dr. Getts received this prestigious award September 24, 2011, and is quoted as saying “This award is a sense of accomplishment, and validates the hard work of our staff”.

Information Technology Event

To further assist our clients Mutual Shareholder Services has purchased a third copier, printer, and scanner all in one. It is the Konica Minolta Bizhub 751 which allows us to print up to 75 pages per minute and can store and access documents quickly and securely, plus has saddle-stitch booklet making capabilities. The third printer will allow us to produce prospectus, annual/semi annual reports in-house at a reduced cost for our smaller clients in a timely manner.

Fund Accounting Team

In the sports world there is a clearly defined champion each year, and every team strives to be the one that finishes on top. Building a championship team in any business is a full time effort, and Mutual Shareholder Services has developed a Fund Accounting Team that will be available to give all their effort to work with you and for your fund. Your accounting team is responsible for some SEC Filings, Financial Calculations, and helping to develop the final printing and mailing out of the Prospectus and Annual/Semi Annual Reports. Your Fund Accounting Team is Bob Anastasi-Vice President and Fund Accounting Manager, Brandon Pokersnik-Fund Accountant, Tanya Vegera-Fund Accountant, and Ryan Pokersnik-Assistant Fund Accountant/Call Center Representative. “In Business To Win” is the team motto.