



January 9, 2004

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, January 19, 2004, at 5:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the January 19 meeting of the Business Board.

(1) Adjournment Time: 7:30 p.m.

Because the agenda is a long one, Ms Jacqueline Orange, the Chair of the Board, asks that members **set aside a half hour extra for the meeting**. She will make every effort to ensure that the business of the meeting is completed by 7:30 p.m.

(2) Item 10 - Financial Forecast

Also because of the long agenda, there might be insufficient time to receive a presentation, and have a full discussion, of the financial forecast. Therefore, members who have questions following their reading of the forecast are urged to be in touch with Ms Sheila Brown in advance of the meeting at 416-978-2065 or sheila.brown@utoronto.ca.

(3) Item 12(a) – Vice President, Research and Associate Provost: Annual Report, 2002 – 2003 and Plan for 2003 - 04

The final casualty of the long agenda is the annual report of the Vice-President, Research and Associate Provost. This report falls within the terms of reference of the Committee on Academic Policy and Programs, and Dr. John Challis presented the report to that Committee on December 3, 2003. While the report is not within the terms of reference of the Business Board, it has been of interest to members, and it has been presented to the Board for the past several years. Dr. Challis therefore kindly agreed to present his report to the Board this year. It was distributed with the materials for the November 10 meeting but was crowded off the agenda. Regrettably it has again been crowded. The Chair therefore determined that the item would appear on this agenda, but as a consent item only. Members with questions are invited to be in touch directly with Dr. Challis at 416-978-4984 or j.challis@utoronto.ca.

Neil Dobbs
Secretary, Business Board