



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

September 22, 2003

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, September 29, 2003
at 5:00 p.m., Council Chamber, Simcoe Hall**

Attached are your agenda and documentation for the first meeting of the Business Board for the 2003-04 academic year.

In order to leave more time for the consideration of major issues, the Board deals with many of the reports for information, as well as some more routine approval items, on a "consent" basis. Consent items are found on the agenda under two headings, each with a number of sub-sections. They are "other items for approval" and "other items for information." (There are no "other items for approval" on this agenda.)

Members are asked to review these items carefully and, before the meeting, to call the sponsor with any questions for clarification / information. The name and telephone number of the sponsor is usually shown on the summary sheet covering the item.

If members have any concerns about these items, they are asked to notify the Secretary well in advance of the meeting. I shall ensure that the item is flagged for discussion at the Board meeting, and I shall notify the relevant administrative assessor so that appropriate personnel can be asked to attend for the discussion.

For items where no member gives notice of a wish for a discussion, the items are dealt with quickly. The "other items for approval" would be voted on as a package, with no introductions and (usually) with no discussion. Similarly with the "other reports for information," the reports would simply be taken as received and (normally) there would be no discussion at the Board.

Neil Dobbs
Secretary
Business Board

22204