



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

January 10, 2005

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, January 17, 2005, at 5:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the January 17 meeting of the Business Board.

I write on behalf of Ms Jacqueline Orange, the Chair of the Board, who has asked me to draw to your attention to the length and the importance of the agenda. Ms Orange therefore asks (a) that members be present by 5:00 p.m. to enable the meeting to begin promptly, and (b) that members be prepared to remain until about 7:30 p.m. to complete the Board's Business.

So that the Chair can be kept informed of attendance, would you kindly let me know if either (a) you will be unable to attend, or (b) you will be unable to remain past the usual 7:00 p.m. adjournment time?

Neil Dobbs
Secretary
Business Board

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