



University of Toronto TORONTO ONTARIO M5S 1A1

OFFICE OF THE GOVERNING COUNCIL

November 1, 2004

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, November 8, 2004, at 5:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the November 8 meeting of the Business Board.

I write on behalf of Mr. Richard Nunn, the Vice-Chair of the Board, who will be in the Chair for the meeting. Mr. Nunn has asked me to draw to your attention to the length and the importance of the agenda. He therefore asks (a) that members be present by 5:00 p.m. to enable the meeting to begin promptly, and (b) that members also be prepared to remain after 7:00 p.m. if that becomes necessary to complete the Board's Business. Mr. Nunn wishes to make every effort to ensure that the Board does complete its business to keep open the possibility of avoiding a meeting on the reserve date of November 29, 2004.

So that we can be sure that a quorum will be present, would you kindly let me know if you would be constrained from remaining past 7:00 p.m. on November 8?

Neil Dobbs
Secretary
Business Board

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