

September 15, 2008

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, September 22, 2008 at 5:00 p.m.,
Council Chamber, Simcoe Hall**

Attached are your agenda and documentation for the first regular meeting of the Business Board for the 2008-09 academic year.

(1) Report of the Previous Meeting

The Report of the previous meeting was distributed late in July along with the meeting schedule and other information. A second copy is not attached.

If you do require a copy of the Report, please be in touch with Ms Kata Skoko, the Meeting Coordinator in the Governing Council Office (416-978-6576; governing.council@utoronto.ca) She will be pleased to send a copy to you.

(2) Attendance

So that the Chair can be kept informed of attendance, if you will be **unable** to attend and if you have not already notified her, would you kindly notify Ms Skoko (416-978-6576, governing.council@utoronto.ca)?

(3) Consent Agenda Items

To enable the Board to focus its limited time on the most important and non-routine matters, especially its major theme for each meeting, it deals with some of the reports for information, as well as some more routine approval items for approval, on a "consent" basis. Consent items include those often grouped on the agenda under the headings "other items for information" or "other items for approval."

Members are asked to review these items carefully and, well before the meeting, to call the sponsor with any questions or concerns. The name and telephone number of the sponsor is usually shown on the summary sheet ("green sheet") covering the item.

If, after discussion with the assessor, any member still has a concern about a “consent” item and wishes to have it considered by the full Board, the member is 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 assessor to prepare the usual presentation and to invite any appropriate staff to assist in answering the questions.

For items where no member gives notice of a wish for a discussion, the items are dealt with quickly. Any items for approval are put to the vote with no introduction and (usually) with no discussion. Similarly, the reports for information are taken as received with (normally) no questions or discussion at the Board.

It is important to stress that the consideration of consent items constitutes an essential part of the Board’s responsibility, and members are urged to give their full attention to these items before each Board meeting.

Neil Dobbs
Secretary
Business Board