



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee
From: Cristina Oke, Secretary
Date: April 11, 2003
Re: **Executive Committee Meeting – Monday April 21, 2003 at 5:00 pm**

The Agenda package for the Executive Committee meeting is attached.

(a) Report Number 118 of the Academic Board Meeting of April 10, 2003

Report Number 118 of the Academic Board will be sent electronically to members of the Executive Committee once it has been completed. Documentation for the items that have been recommended for approval is included in this Agenda package.

(b) Note re Documentation

When distributing documentation for Executive Committee meetings, we do not include the appendices to reports for those members who will have previously received copies (i.e. members of the Academic Board will not receive the items and/or appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages). In such instances, members are requested to retrieve the relevant documentation for the Executive Committee meeting. The material is also available linked to the agenda for the Executive Committee at <http://www.utoronto.ca/govcncl/bac/details/exdetail.htm>

(c) Confirmation of Meeting Attendance

If you have not already done so, would you please contact me to confirm your attendance at this meeting. I may be reached by voice mail (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.