



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Governing Council
From: Cristina Oke, Assistant Secretary of the Governing Council
Date: February 6, 2003
Re: **Governing Council Meeting – Friday February 14, 2003 at 3:30 pm**

(a) Agenda Package Attached - Request to Bring Forward Documentation

The Agenda package for the February 6, 2003 Council meeting is attached. Please note the day and time of the meeting: **Friday, February 14 starting at 3:30 pm.**

Note re: appendices. When distributing documentation for Governing Council 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 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 Governing Council meeting. The material is also available at <http://www.utoronto.ca/govcncl/bac/details/gcdetail.htm>.

(b) Confirmation of 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.