



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee

From: Cristina Oke, Committee Secretary

Date: March 3, 2004

Re: Material for Meeting of March 12, 2004

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee which will be held on **Friday** March 12, 2004 at **12:00 noon** in the Board Room, 2nd floor, Simcoe Hall. A light lunch will be served.

(b) Material previously distributed

Please note that, 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.

(c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting Ramona McKendrick by phone (416-978-6576) or email (Ramona.cesar@utoronto.ca).

Thank you.