

MEMORANDUM

DATE: May 15, 2003
TO: Executive Committee
FROM: Margaret McKone, Acting Secretary
RE: Governing Council/Executive Committee Meeting Dates, 2003-2004

Item Identification: Governing Council and Executive Committee meeting dates for 2003-2004.

Sponsor Secretary of the Governing Council

Jurisdictional Information:

Section 11 of By-Law Number 2 of the Governing Council requires that at least five regular meetings of Governing Council be held during the academic year. The date and times of such meetings shall be determined annually in advance by the Executive Committee not later than June 30 preceding the period of such meetings. The Executive Committee may cancel at most one of the regular meetings of the Governing Council in each academic year, for lack of sufficient business.

Highlights

Two-year schedule. The meeting dates for the coming year are listed below. The meeting dates for 2004-05 will be brought forward for consideration at the Committee's next meeting. The objective of a two-year schedule is to give everyone the opportunity to plan their time well into the future in full knowledge of their commitments to Governing Council, Board and Committee meetings.

Seven meeting cycles. The cycle of seven scheduled meetings is intended to provide the flexibility for assessors to introduce business into the governance structure, minimizing the need to call special meetings or to make last minute changes to the meeting schedule. It is always easier to cancel scheduled meetings that are not required than to seek to add them on short notice.

Governing Council Retreat and Accountability Meetings. A retreat and accountability cycle is scheduled at the beginning of the academic year. A Governing Council retreat will be held early in September, concentrating on the governance process and the duties and trusteeship responsibilities of members of the Governing Council. A second meeting, which will be a formal meeting of the Council, will concentrate not on process but on accountability reports and on information to bring members up to speed on the business to come before Council.

.../continued

Action Sought

The Executive Committee is asked to approve the following 2003-2004 meeting dates for Council, as well as its own dates. The 2004-2005 dates will be brought forward for consideration at the Committee's next meeting.

Executive Committee, 2003-04

Friday, September 5, 2003
Monday, October 20, 2003
Tuesday, December 2, 2003
Monday, February 2, 2004
Friday, March 12, 2004
Monday, April 19, 2004
Monday, May 17, 2004
Monday, June 14, 2004
Thursday, June 24, 2004

Governing Council, 2003-04

Wednesday, September 3, 2003 (Retreat)
Thursday, September 18, 2003
Thursday, October 30, 2003
Monday, December 15, 2003
Wednesday, February 11, 2004
Thursday, April 1, 2004
Thursday, April 29, 2004
Monday, May 31, 2004
Thursday, June 24, 2004

A calendar of dates for all Boards and Committees will be placed on the table at the meeting.