



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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## MEMORANDUM

To: Members of the Executive Committee

From: Andrew Drummond, Committee Secretary

Date: May 11, 2005

Re: **Material for Meeting of May 18, 2005**

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### (a) Agenda Package

Attached, please find the agenda package for the meeting of the Executive Committee that will be held on Wednesday, May 18, 2005 at 4:00 p.m. in the Board Room, Simcoe Hall. Non-confidential material will also be available at <http://www.utoronto.ca/govcncl/bac/details/exdetail.htm>. Additional material will be forthcoming as soon as it is ready for distribution.

### (b) Material previously distributed

Please note that, when distributing documentation for Executive Committee meetings, we do not include the documentation for those members who will have previously received copies (i.e. members of the Academic Board will not receive the the item arising from the Board meeting of May 5.). 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 me by phone (416-978-8794) or email ([andrew.drummond@utoronto.ca](mailto:andrew.drummond@utoronto.ca)).

Thank you.