



MEMORANDUM

To: Members of the Executive Committee

From: Henry Mulhall, Committee Secretary

Date: February 5, 2009

Re: **Material for Meeting of February 12, 2009 at 12:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee to be held on Thursday, February 12, 2009 at 12:00 p.m. in the Board Room, 2nd floor, Simcoe Hall (please note the time of the meeting). Lunch will be provided. Non-confidential documentation will also be available on the Governing Council website at <http://www.governingcouncil.utoronto.ca/bac/ex/2008.htm>. Due to the need to schedule the meeting unusually early in the governance cycle, a number of items of documentation are not available for the mailing and will be couriered to members as soon as possible.

(b) Material Previously Distributed

Please note that, when distributing documentation for Executive Committee meetings, we do not include specific items of documentation for those members who will have previously received copies as part of their agenda packages for board and committee meetings. 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 email to governing.council@utoronto.ca, or by telephone to Ms Kata Skoko at (416-978-6576).

Thank you.