



**MEMORANDUM**

To: Members of the Executive Committee

From: Henry Mulhall, Committee Secretary

Date: January 4, 2010

Re: **Material for Meeting of January 11, 2010 at 5:00 p.m.**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Executive Committee to be held on Monday, January 11, 2010 at 5:00 p.m. in the Board Room, 2<sup>nd</sup> floor, Simcoe Hall. Additional documentation will be forthcoming as soon as it is ready for distribution. Non-confidential documentation will also be available on the Governing Council website at <http://www.governingcouncil.utoronto.ca/bac/ex/2009.htm>.

**(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](mailto:governing.council@utoronto.ca), or by telephone to Ms Kata Skoko at (416-978-6576).

Thank you.