



MEMORANDUM

To: Members of the Executive Committee

From: Henry Mulhall, Committee Secretary

Date: November 23, 2009

Re: **Material for Meeting of November 30, 2009 at 5:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee to be held on Monday, November 30, 2009 at 5:00 p.m. in the Board Room, 2nd 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, or by telephone to Ms Kata Skoko at (416-978-6576).

Thank you.