



**MEMORANDUM**

To: Members of the Executive Committee

From: Henry Mulhall, Committee Secretary

Date: January 31, 2011

Re: **Material for Meeting of February 7, 2011 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, February 7, 2011 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/2010.htm>.

**(b) 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 (416-978-6576).

Thank you.