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MEMORANDUM

To: Members of the University Affairs Board
From: Henry Mulhall, Secretary
Date: March 6, 2007
Re: **University Affairs Board Meeting – Tuesday, March 13, 2007 at 4:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board that will be held on **Tuesday, March 13, 2007 at 4:30 p.m. in the Council Chamber, Simcoe Hall.** Non-confidential documentation will also be available on the Governing Council website at: <http://www.utoronto.ca/govcncl/bac/details/uadetail.htm>. Documentation for agenda item 6 (d) Faculty of Physical Education and Health Co-Curricular Programs, Services and Facilities will be couriered to members as soon as it is available.

(b) Operating Plans

- 1) To assist members in understanding the operating plans being presented, and the required approval process, the administration has prepared the 'Frequently Asked Questions' (FAQ) document which is enclosed.
- 2) The documentation for agenda item 3, Operating Plans: Service Ancillaries, consists of summaries presented by the Service Ancillaries Review Group (SARG) of the full operating plans for the 20 ancillary operations at the University of Toronto. The full plans are available for reference in the Office of the Governing Council, Room 106, Simcoe Hall.

(c) Confirmation of Meeting Attendance

In order to ensure that there will be quorum at the meeting, if you have not yet done so, please confirm your attendance by telephone to Kim Figueira (416-978-6576) or by email to (governing.council@utoronto.ca).

Thank you.