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MEMORANDUM

To: Members of the University Affairs Board
From: Andrew Drummond, Secretary
Date: September 19, 2006
Re: **University Affairs Board Meeting – Tuesday, September 26, 2006 at 4:30 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board which will be held on **Tuesday, September 26, 2006 in the Council Chamber, 2nd floor, Simcoe Hall at 4:30 p.m.**

(b) Orientation Materials

At the request of the Chair, a memorandum designed to orient you to the Board and its activities has been included under item #1, along with the current membership of the Board and the Board's terms of reference. The Chair will provide a brief presentation based on this material.

(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 contacting me by phone (416-978-8794) or email (andrew.drummond@utoronto.ca).

Thank you.