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MEMORANDUM

To: Members of the University Affairs Board
From: Henry Mulhall, Secretary
Date: October 31, 2006
Re: **University Affairs Board Meeting – Tuesday, November 7, 2006 at 4:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board which will be held on **Tuesday, November 7, 2006 at 4:30 p.m. in the Council Chamber, Simcoe Hall.** Additional documentation will be provided to members as soon as it is available.

(b) 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.