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## MEMORANDUM

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

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### (a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board that will be held on **Tuesday, November 6, 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.governingcouncil.utoronto.ca/bac/ua/2007.htm>.

### (b) Orientation Materials

Enclosed as documentation for agenda item #1 is a memorandum from the Chair designed to orient you to the Board and its activities during the upcoming governance year. Also enclosed is the current membership of the Board, its Terms of Reference, and other information about the Governing Council and its Boards and Committees. The Chair will provide a brief presentation based on this material at the beginning of the meeting on November 6<sup>th</sup>. If you have any questions in advance of the meeting, please do not hesitate to contact me at the number above.

### (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](mailto:governing.council@utoronto.ca)).

Thank you.