



MEMORANDUM

To: Members of the University Affairs Board
From: Henry Mulhall, Secretary
Date: October 28, 2008
Re: **University Affairs Board Meeting – Tuesday, November 4, 2008 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, November 4, 2008 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/2008.htm>. Documentation for the confidential items will be distributed to members during the *in camera* session at the meeting, and reading time will be provided.

(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 4th. If you have any questions in advance of the meeting, please do not hesitate to contact me at 416-978-8428.

(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 to Kata Skoko by telephone at 416-978-6576, or by email to (governing.council@utoronto.ca).

Thank you.