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MEMORANDUM

To: Members of the University Affairs Board
From: Andrew Drummond, Secretary
Date: May 24, 2006
Re: **University Affairs Board Meeting – Tuesday, May 30, 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, May 30, 2006 in the Council Chamber, 2nd floor, Simcoe Hall at 4:30 p.m.**

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

(c) Reception Following the Meeting

Following the meeting, the Board's outgoing Chair, Dr. Robert Bennett, is generously hosting an end-of-year reception immediately outside the Council Chamber. Please RSVP to Kimberly Figueira (by phone at 416-978-6576 or by email at governing.council@utoronto.ca) in the Office of the Governing Council to confirm your attendance at this event.

Thank you.